

In-Year Admission to Secondary Schools 2024/2025

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What is an In-Year Admission?

An In-Year admission is when you apply for a school place in an existing year group (outside of the normal admissions round) and at a time when your child should already be attending school.

Research Schools

You will find information on the different types of schools and how to apply within this prospectus. Further information on schools and in-year admissions is available on our [website](#)

APPLY ONLINE

Once you've decided which secondary schools you want to apply to, you will need to [Create an account and apply using our Parent Portal](#) unless the school(s) require a direct application.

CONTENTS TABLE

<u>Section</u>	<u>Page No.</u>
Overview	3
When you can Apply	3
Before you Apply	3
Making an Application	4
List of schools where Croydon Local Authority co-ordinate the in-year application form: <ul style="list-style-type: none"> • Receiving an outcome to your application • Children who are not attending school • Right of Appeal • Waiting Lists 	4-5
List of Voluntary Aided Schools that you can apply to through the Local Authority: <ul style="list-style-type: none"> • Receiving an outcome to your application • Children who are not attending school • Right of Appeal • Waiting Lists 	5-7
List of schools who manage their own in-year admissions: <ul style="list-style-type: none"> • Receiving an outcome to your application • Children who are not attending school • Right of Appeal • Waiting Lists 	7-8
Looked-after children and previously looked-after children	8
In-Year school applications from overseas or new arrivals to the UK	8
Children with Special Educational Needs and/or Disability (SEND)	8-9
Children with Education, Health and Care Plans (EHCP's)	9
How to apply for an in-year school place	10
Applying for a place at a University Technical College or a Studio School	11
Privacy Statement	12
Contact Information	12

Overview

The information in this prospectus only applies if you require an in-year admission into a secondary school in Croydon.

You will need to contact the local authority or admission authority regarding In-Year applications for any school located outside of Croydon.

An In-Year admission is when you apply for a school place in an existing year group (outside of the normal admissions round) and at a time when your child should already be attending school.

In-year admissions generally arise when a parent wants their child to transfer between schools or when a child moves into the area.

More information about individual schools is available on the [School Admissions Pages](#) on Croydon Council's website.

If you are considering changing schools because you are not happy with how your child is getting on at their current school, we would strongly encourage you to discuss your reasons for the move with the current school to explore if any issues or concerns can be resolved.

When you can apply

You can apply for an in-year admission at any time of the year.

It is important to note that there is no guarantee a place will be available at one of your preferred schools.

You cannot apply for an in-year admission if your child is:

- Starting Reception class in September - you need to apply for a primary school place in the normal admission round.
- Moving to Year 3 at Junior school in September - you need to apply for a transfer from Infant to Junior school place in the normal admission round.
- Moving to Year 7 at secondary school in the coming September - you need to apply for a secondary school place in the normal admission round.

Before you apply

Research the [schools](#) you wish to apply to.

Each school publish the admission arrangements which is used to allocate places where there are more applicants than places available. Admission arrangements for each school are available on the school's website or [School Information Pages](#) on our website.

Check the location of schools.

Making an application

If you are applying for an in-year admission for a school place in Croydon, the application process depends on the school you are applying to.

Some schools require the completion of a supplementary information form (SIF) as well as an application form, please ensure this is also completed where applicable. SIF's can be obtained either on the school's website or requesting one directly from the school.

Below are tables of schools categorised by the application process:

Table 1 - Applications to Academies and Schools where Croydon Admissions coordinate the application form:

To apply for any of the schools in table 1, please use our online [Parent Portal](#) to complete your application.

Table 1				
School	Head Teacher	Website	Type of School	How to apply
Coloma Convent Girls School	Mrs Danielle Bumford Sinclair	www.coloma.croydon.sch.uk/	Academy	Parent Portal
Coombe Wood School	Ms Nicole Williams	www.cws-croydon.co.uk/	Academy	Parent Portal
Meridian High School	Mrs Amy Anderson	www.meridianhigh.london/	Academy	Parent Portal
Norbury High School for Girls	Mrs Markieu Hayden	www.nhsg.org.uk	Academy	Parent Portal
Oasis Academy Arena	Mrs Jeanette Bell	www.oasisacademyarena.org/	Academy	Parent Portal
Oasis Academy Coulsdon	Ms Catrin Green	www.oasisacademycoulsdon.org/	Academy	Parent Portal
Oasis Academy Shirley Park	Mr Saqib Chaudhri	www.oasisacademyshirleypark.org/	Academy	Parent Portal
Orchard Park High School	Ms Carly Moran	www.orchardparkhigh.co.uk/	Academy	Parent Portal
Riddlesdown Collegiate	Dr Parimal Bhatt	www.riddlesdown.org/	Academy	Parent Portal
Shirley High School Performing Arts College	Mr Tyrone Myton	www.shirley.croydon.sch.uk/	Academy	Parent Portal
St Joseph's College	Mrs C Kane & Mr G Mantillas	www.stjosephscollege.org.uk/	Academy	Parent Portal
The Archbishop Lanfranc Academy	Mr Simon Trehearn	www.lanfranc.org.uk/	Academy	Parent Portal
The Quest Academy	Mr Thomas Beecham	www.thequestacademy.org.uk/	Academy	Parent Portal
Woodcote High School	Mr Andy Crofts	www.woodcotehigh.com/	Academy	Parent Portal

Once your application is received

Once an application has been received, Croydon School Admissions will send the application details to your preferred school(s) for their consideration.

Receiving an outcome to your application

Schools are required to provide a written outcome to an application within 15 school days of receiving the application details. The exception to this will be if the information required has not been provided or there are complex factors which may affect the process in securing a school place.

Children not on roll at a schools

We would strongly recommend you list six schools on your application. You can also contact the School Admissions Team to find which schools have availability (please note that these schools may also have waiting lists in operation).

If it is not possible to secure a preferred school place, we will send your application for consideration to the nearest schools who may have availability.

Right of Appeal

Applicants refused a place at a school for their child will be given the right to appeal.

Information on how to lodge an appeal should be provided in the outcome of your application.

Waiting lists

If your child is not offered a school place

If one of these schools are unable to offer your child a place, they will be placed on the waiting list until **18 July 2025**. Please contact the school(s) directly for information regarding your child's waiting list position.

Waiting lists close near the end of the academic year and for this year they will close on **18 July 2025**, you will need to complete a new application on or after **19 July 2025** to go back onto a waiting list for the next academic year. Applications received on or before **18 July 2025** will not be placed on the waiting list for the next academic year.

If your child is offered one of your preferred schools

If you are offered one of your school preferences, your child will automatically be removed from the waiting list for all other schools listed on your application.

To be added to the waiting list, you must re-apply using the online application portal. Your child will then remain on the waiting list until **18 July 2025**.

When you submit a new application, all previous preference schools will be removed. You must list all schools again in order of preference for each new application.

At the end of the academic year

If you still want your child to remain on the waiting list after the academic year has ended, you must re-apply by submitting an in-year application using the online application portal.

✉ School.admissions@croydon.gov.uk 🌐 www.croydon.gov.uk ☎ 020 8726 6400

Table 2 - Applications to Voluntary Aided Schools where Croydon Admissions co-ordinate the application form:

To apply for any of the schools in table 2, please use our online [Parent Portal](#) to complete your application.

Once you have submitted your application through the parent portal, you will also be required to complete a supplementary information form (SIF) for any of the schools listed below. This form can be found on the school's website. Once completed, the SIF would need to be submitted to the school directly in order for your application to be considered.

Table 2				
School	Head Teacher	Email/Website	Type of School	How to apply
Archbishop Tenison's CE High School	Mr Richard Parrish	✉ reception@archten.croydon.sch.uk 🌐 www.archten.croydon.sch.uk/	Voluntary Aided	Parent Portal & SIF
St Mary's Catholic High School	Mr Patrick Shields	✉ office@stmaryscroydon.co.uk 🌐 www.stmaryscroydon.co.uk/	Voluntary Aided	Parent Portal & SIF
Thomas More Catholic School	Mr Nathan Walters	✉ schooloffice@tmore.org.uk 🌐 www.tmore.org.uk/	Voluntary Aided	Parent Portal & SIF

Once your application is received

Once an application has been received, Croydon School Admissions will send the application details to your preferred school(s) for their consideration.

Receiving an outcome to your application

Schools are required to provide a written outcome to an application within 15 school days of receiving the application details. The exception to this will be if the information required has not been provided or there are complex factors which may affect the process in securing a school place.

Children not on roll at a school

We strongly recommend you list six school on your application. You can also contact the School Admissions Team to find which schools have availability (please note that these schools may also have waiting lists in operation).

If it is not possible to secure a preferred school place, we will send your application to the nearest schools who may have availability.

Right of Appeal

Applicants refused a place at a school for their child will be given the right to appeal.

Information on how to lodge an appeal should be provided in the outcome of your application.

For schools who do not have an appeals form available, appeals can be lodged by writing to the appeals clerk of the school, detailing the reasons you are submitting an appeal.

Find out more about [school admission appeals](#).

Waiting lists

If your child is not offered a school place

If one of these schools are unable to offer your child a place, they will be placed on the waiting list until **18 July 2025**. Please contact the school(s) directly for information regarding your child's waiting list position.

Waiting lists close near the end of the academic year and for this year they will close on **18 July 2025**, you will need to complete a new application on or after **19 July 2025** to go back onto a waiting list for the next academic year. Applications received on or before **18 July 2025** will not be placed on the waiting list for the next academic year.

✉ School.admissions@croydon.gov.uk 🌐 www.croydon.gov.uk ☎ 020 8726 6400

Table 3 - Applications to Academies and schools who manage their own in-year Admissions:

To apply for any of the schools in table 3, applications must be made directly to the school:

Table 3				
School	Head Teacher	Email/Website	Type of School	How to apply
Ark Blake Academy	Mr Sam Rispoli	✉ info@arkblake.org 🌐 https://arkblake.org/	Academy	Direct to School
Harris Academy Beulah Hill	Mr Billy Goldsmith	✉ info@harrisbeulahhill.org.uk 🌐 https://www.harrisbeulahhill.org.uk/	Academy	Direct to School
Harris Academy Purley	Mr Tim Allman	✉ info@harrispurley.org.uk 🌐 www.harrispurley.org.uk/	Academy	Direct to School
Harris Academy South Norwood	Mr Robert Hitch	✉ info@harrissouthnorwood.org.uk 🌐 https://www.harrissouthnorwood.org.uk/	Academy	Direct to School
Harris City Academy Crystal Palace	Ms Katherine Cumberbatch	✉ info@harriscrystalpalace.org.uk 🌐 https://www.harriscrystalpalace.org.uk/	Academy	Direct to School
Harris Invictus Academy Croydon	Ms Lisa Kattenhorn	✉ info@harrisinvictus.org.uk 🌐 https://www.harrisinvictus.org.uk/	Academy	Direct to School

Receiving an outcome to your application

Schools are required to provide a written outcome to an application within 15 school days of receiving the application details. The exception to this will be if the information required has not been provided or there are complex factors which may affect the process in securing a school place.

Children not on roll at a school

If your child has been unsuccessful in securing a school place at any school who require applications direct to the school, you should complete an in year application using our online [Parent Portal](#).

Right of Appeal

Applicants refused a place at a school for their child will be given the right to appeal.

Information on how to lodge an appeal should be provided in the outcome of your application.

For schools who do not have an appeals form available, appeals can be lodged by writing to the appeals clerk of the school, detailing the reasons you are submitting an appeal.

Find out more about [school admission appeals](#).

Waiting lists

Please contact the school directly for information relating to the waiting list.

Looked-after children and previously looked-after children

Looked-after children are defined as 'children in public care at the date on which the application is made'. Previously looked-after children are children who were looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order, immediately after being looked-after. This includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation or any other provider of care whose sole or main purpose is to benefit society.

If an application is made under the 'looked-after' criterion, it must be supported by:

- a letter from the relevant local authority children's services department and/or relevant documents or
- evidence which demonstrates that a child was in state care outside of England and left that care as a result of being adopted.

Applications for an in-year school place from overseas or new arrivals to the UK

It is the responsibility of parents/carers to check that their child/ren have a right, under their visa entry conditions, to study at a school in the UK. Applicants must check that they have a right of abode or the conditions of their visas otherwise permit them to access a state-funded school.

Foreign nationals cannot use the 6 month visitor visa or a 11 month short-term study visa to enter the UK to enrol as a pupil at a school.

Parents/carers who are moving/returning to the UK should provide evidence of the address they intend to return to in order for the distance criteria to be applied, failure to provide evidence will result in the application being considered from the place of residence from which the application is made. If this is in another country, it would give the child a lower priority for admission to most schools.

You must complete an application online using our [Parent Portal](#) if you are eligible to apply for a school place.

Children with special educational needs and/or disability (SEND)

SEN Support in Mainstream Schools

All mainstream schools have a statutory duty to make additional provision for children who have been identified as having SEND.

If you want to find out more about the support and arrangements in place you should contact the school's Special Educational Needs Coordinator (SENCO).

The SENCO has day-to-day responsibility for the operation of SEN policy and co-ordination of specific provision made to support children with SEND.

The name and contact details of each school's SENCO should be on the school website.

On the school's website you will also be able to look at their SEND policy and SEND information report which will give more details of the arrangements in place to identify and give additional help for children with SEND.

For children whose needs are met through SEND Support in school, application for a school placement is made through the regular admissions process.

Children with Education, Health and Care Plans (EHCP's)

For children with an Education, Health and Care Plan, admission to school is managed by the Council's SEN service to ensure that the school that you and the Council have chosen, can meet your child's special needs.

Depending on their needs, your child may have his/her special education provided in a mainstream primary school, a special school or a mainstream school with an Enhanced Learning Provision which provides specialised education alongside and in a mainstream school.

The Croydon 0-25 SEN Service will work with you to secure a suitable school place for your child.

For more information about school admission for children with an EHCP, please contact the SEN Service (0208 604 7263), your child's EHCP Co-ordinator will be happy to help.

For further advice and information:

Contact Croydon SEND Service

❖ 020 8604 7263

❖ SENenquiries@croydon.gov.uk

Independent advice is available from KIDS SENDIASS

❖ 020 8663 5630

The Croydon SEND Local Offer has details of other services and information to support a move to Secondary school for children with SEN.

www.croydon.gov.uk/education/special-educational-needs

How to apply for an In-Year school place online

BEFORE YOU START

- Decide your order of preference schools before you start the online application. It is important you list your schools in order of preference as your application will be considered for the highest preference school first and only considered for the subsequent schools if it is not possible to offer a place.
- You will need an email address – This is necessary to apply online.

Submitting your In Year Secondary Application

1. Go to <https://croydon.cloud.servelec-synergy.com/Synergy/> and select 'Sign In' on the top right corner of the page.
2. Should you have any problems when completing your application, please refer to the following links for more information and guidance:
 - Step by step video on how to create an account - <https://youtu.be/fYQx59peTjw>
 - Step by step video on how to reset your password - <https://youtu.be/6SfzQvannxU>
 - Frequently asked Questions - [Parent Portal FAQ](#)

Applying for a place at a University Technical College or a Studio School

Children born between 1 September 2010 and 31 August 2011 and who are currently in Year 9 are eligible to apply for a place at a University Technical College (UTC) or a Studio School for the September 2025 intake.

A full list of all 14+ schools in London and the surrounding area can be viewed at <https://www.croydon.gov.uk/schools-and-education/schools/school-admissions/admissions-secondary-schools-university-technical-colleges-and-studio-schools/university-technical-colleges-and>

University Technical Colleges (UTCs)

www.utcolleges.org/utcs/

University Technical Colleges are set up by universities as a business and specialise in one or two technical subjects. In years 10 and 11, they offer a similar GCSE curriculum to a typical secondary school, including English and Maths, as well as their specialist subject.

Studio Schools

www.studioschoolstrust.org/

Studio schools are similar to UTCs in that they have employer involvement in the curriculum and focus on developing skills needed for employment, involving personal coaching and work experience, along a similar curriculum to a typical secondary school.

How to Apply

Applications to some UTCs and Studio schools are coordinated by Croydon local authority and can be made online at www.eadmissions.org.uk by **31 October 2024**. You will receive the result of your application on 1 March 2025 by logging into your eAdmissions account. Please ensure you keep your login details safe so you can access your account.

A few UTCs and Studio Schools require parents to apply directly to them and therefore you must contact them for details of the application process and closing dates. Please refer to the list at

<https://www.croydon.gov.uk/schools-and-education/schools/school-admissions/admissions-secondary-schools-university-technical-colleges-and-studio-schools/university-technical-colleges-and> for more information.

Admission of children outside their normal age group

Parents may request that their child is exceptionally admitted outside their normal age group. The admission authority will decide whether or not the individual child's circumstances make this appropriate on educational grounds.

It is the expectation of Croydon Council that a child is educated alongside his/her age equivalent peers, in almost all cases. We would strongly advise that all children enter into their normal year group. The responsibility for addressing individual educational needs lies with the school through an appropriately differentiated and enriched curriculum.

As secondary schools in Croydon are their own admission authorities, you would need to submit this request in writing to the school of your choice directly. Please contact the school directly for more information.

Privacy Statement

Croydon Council will handle the information you have provided in line with the provisions of the General Data Protection Regulations (GDPR). Any personal information will be held in confidence with only the necessary people able to see or use it. For the purpose of processing your application for a school place we may share information you provide to deal with your requests, administer departmental functions and meet our statutory obligations; this may include sharing your information with schools, other local authorities, children's services and London Grid for Learning (LGfL) who process data on our behalf. Where we are unable to secure a school place through the normal admission procedures, we may also share the information you provide with the Fair Access panel. Under the General Data Protection Regulations, you have the right to make a formal request in writing for access to personal data held about you or your child.

The School Admissions Team's main method of communication with you will be via email and where the information sent to you contains personal data it will be sent using secure email. It is your responsibility to provide the School Admissions Service up-to-date contact details and to keep them informed of any change of circumstances. Croydon Council has a duty under the Children's Act 2004 to work with partners to provide and improve services to children and young people in the area. Therefore, Croydon council may also use this information for other legitimate purposes and may share this information where necessary with other bodies responsible for administering services to children and young people.

Croydon Council also has a duty to protect the public funds it administers, and to this end, it may use the information you have provided on this form for the prevention and detection of fraud. It should be noted that where fraudulent information is submitted this may lead to prosecution. For a full copy of the Education and Youth Engagement Division's Privacy Notice please see: www.croydon.gov.uk/democracy/data-protection-freedom-information/privacy-notices/education-youth-engagement-service-privacy-notice

Contact Information

London Borough of Croydon

Bernard Weatherill House

8 Mint Walk

Croydon

CR0 1EA

✉ School.admissions@croydon.gov.uk

☎ 020 8726 6400

🌐 www.croydon.gov.uk