



**PRESTON MUSLIM GIRLS**  
— HIGH SCHOOL —

Education with Patience Modesty Gratitude Humility Sincerity

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# IN – YEAR ADMISSION

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March 2022

PRESTON MUSLIM GIRLS HIGH SCHOOL



## Guidance and Advice on In - Year Admission

The information below is for parents who require an in - year admission for their child at the school. You will find it useful to read it alongside the information, which is available on Lancashire County Council's website at [www.lancashire.gov.uk](http://www.lancashire.gov.uk)

### In - Year Admission

1. In - year admission is the process of applying for admission into an existing year group within a school. It does not refer to Year 6 to Year 7 transfer into secondary school in September.
2. The in - year admission process will apply in the following circumstances:
  - Children wishing to change from one school to another school within the council
  - Children wishing to change from one school to another school in another council
  - Children wishing to transfer from an independent school to a state funded school
  - Children who have recently arrived into the council and do not have a school place
3. If you wish your child's application to be considered for admission, then please follow the procedure outlined below.

### Application process

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine or in-year admissions.

1. Parents wishing their child to attend this school should arrange to visit the school. They will be provided with an application form once they have a definite local address. If there is a place in the appropriate class, then the governors will arrange for the admission to take place.
2. If there is no place, then the admissions committee will consider the application and information about how to appeal against the refusal if the application is refused. Appeals for children moving into the area will not be considered until there is evidence of a permanent address, e.g. exchange of contracts or tenancy agreement with rent book. For guidance and advice on the appeals process, please visit [www.pmghs.com](http://www.pmghs.com) and [www.lancashire.gov.uk](http://www.lancashire.gov.uk)
3. Details of children refused admission at the school will be included on the school's waiting list. The school maintains the waiting list, in accordance with the school's oversubscription criteria.

Please note that you cannot re-apply for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.