



Apply for an in year school place

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What are in-year admissions?

You can make an in-year application if your child **does not** have an Education, Health and Care Plan (EHCP) and needs to join a school outside of the normal admissions round - for example, if you move house and your child can no longer attend their current school.

If your child has an EHCP and you want them to change school, please don't follow this process as you must liaise with your child's case officer. Please also see Surrey's information and services for [children with additional needs and disabilities](#).

Summary of the application process

There are eight steps in the application process.

- **Step 1: Check if you can apply for in-year admission**
You check if you need to apply for in-year admission or if you should apply during the normal admissions round.
- **Step 2: What you need to know before applying**
You read information about in-year applications.
- **Step 3: Choose the schools to apply for**
You research and choose the schools that you want to apply for. You

should check if your child will be eligible for [travel assistance](#) to your chosen schools. If your child is not eligible for travel assistance it will be your responsibility as a parent to get your child to and from school.

- **Step 4: Complete the application form**
You complete and return the application form together with any supporting documents required.
- **Step 5: Complete any supplementary forms**
You complete any supplementary forms **in addition** to the application. Check our [directory of Surrey schools](#) to find out if a school asks for a supplementary form and download the form. Where a supplementary form is needed, you must complete and return this to the address stated on the form.
- **Step 6: Outcome of your application**
Your application is processed and you will be contacted with the outcome.
- **Step 7: Accept or decline a place**
You decide whether to accept any place offered.
- **Step 8: Adding or keeping your child on a waiting list**
If you are not offered a place at your preferred school, you can add your child to a waiting list for a place.

[Continue to step 1: Check if you can apply for in-year admission](#) >

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