



## **Mid-Year Application**

If you are considering moving your son or daughter to Ingatestone & Fryerning CE Junior School, please follow the procedure outlined below.

1. Telephone the school office on 01277 353689 or email us at [office@ifjs.co.uk](mailto:office@ifjs.co.uk) to book a tour of the school, this will help you to decide if Ingatestone & Fryerning CE Junior is the right school for your child and your family.
2. Read the school prospectus to gain further insight into the aims and ethos of the school.
3. Apply for a place directly to the school. If the outcome is: -
  - A. Yes – accept the place via the school office, we will arrange for your child’s start date
  - B. No – either, contact us by letter or email to state that you would like your child to be placed on a waiting list or, you have a right to appeal via the Essex CC procedures. A new Essex CC mid-year application needs to be made when the new academic year commences, it does not carry over into the New Year. <https://www.essex.gov.uk/after-your-school-offer/appeals>

## **Waiting List**

**This list is only kept until the end of each term.** Every term you will need to write to us to be placed on the list. If a place becomes available, we will contact you to ascertain if you are still interested in the place. Should more than one child be on the continuation list for a year group, the school’s admission code will be applied in the policy that applies to that academic year. You have a right to appeal via the Essex CC procedures.