

Admissions and Appeals outside of the normal admissions round – In-year admissions

Applications for in-year transfers should be instigated via the child's current school if applicants are residing within the Liverpool Local Authority. Upon receipt of the completed in-year transfer form, attendance, behaviour and achievement records, the school will consider the application. Where there are places available in the year group, the school will make contact with parents to arrange a meeting. Where the school is fully subscribed in the year group, a place will not be awarded.

For children who are wishing to transfer from outside of the Liverpool Local Authority, they should apply via the Liverpool Local Authority Admissions department. Their contact details are: admissions@liverpool.gov.uk and 0151 233 3006. Upon receipt of the completed in-year transfer form, attendance, behaviour and achievement records, the school will consider the application. Where there are places available in the year group, the school will make contact with parents to arrange a meeting and will inform the Local Authority of the outcome. Where the school is fully subscribed in the year group, a place will not be awarded.

Applicants who are refused a place may appeal and should contact the school on 0151 235 1300 or by email to v.mcgarry@westderbyschool.co.uk for an in-year transfer appeal form. Appeals will be heard within 30 school days of the appeal being lodged and will be heard by an independent appeals panel. Parents will be notified of the outcome within ten school days wherever possible.