Appendix 2

In-Year Applications Process – Siddal Primary School

Parents ring Calderdale Admissions to request a transfer Parents/carers complete Part A of transfer form and request that current school complete Part B. This is then presented at the Elland BACS meeting. If first choice has full PAN, further school choices will be considered. The Local Authority can also advise on places available at other local schools. If place available within PAN place is offered by the school during the BACS meeting. Calderdale Appeals procedures can be found on their website. Enrolment form completed and further details obtained from former school