



## In-Year Application at Millbank Academy

An In-Year Application is when you need to make an application to a school outside of the normal admissions round. You would normally be making an in year application if you recently moved, you have arrived from another country or you want to transfer your child to another school.

Parents or guardians, who would like to make an in-year application for a place at Millbank Academy, will need to apply to their home Borough Council. If you are a resident of Westminster or the Royal Borough of Kensington and Chelsea, you should apply using the Bi-Borough In-Year Application form. The quickest and easiest way to apply is online. You can also apply by post.

The application form can be found at [www.westminster.gov.uk/in-year-school-admissions](http://www.westminster.gov.uk/in-year-school-admissions)

### To apply online:

1. Download this form: **Primary (Online Interactive) In-Year Common Application Form**
2. Email your completed form to the Bi-Borough Admissions Team - [school.admissions@rbkc.gov.uk](mailto:school.admissions@rbkc.gov.uk)

### To apply by post:

1. Download this form: **Primary In-Year Common Application Form**
2. Post your completed form to: School Admissions Team, Kensington Town Hall, Hornton Street, London W8 7NX

Once your application has been received by the Bi-Borough Admissions Team, it will be processed and then sent to Millbank Academy for a decision as to whether a place can be offered. Please note that the processing stage can take a minimum of up to 10 working days.

If we are able to offer your child a place, we will contact you via the telephone number or email address that you provided on your application form.

If we are unable to offer a place, the child's name will be placed on a waiting list in accordance with the published admissions criteria. This can be found on our website: [www.millbankacademy.org.uk](http://www.millbankacademy.org.uk)

For further information, please see the contact details below for the Bi-Borough Admission Team:

**Website:** [www.westminster.gov.uk/in-year-school-admissions](http://www.westminster.gov.uk/in-year-school-admissions)

**Email:** [schooladmissions@westminster.gov.uk](mailto:schooladmissions@westminster.gov.uk)

**Telephone:** 020 7745 6433