



# Maybury Primary School

*Believe. Achieve. Succeed.*



## In-Year Admissions

Any parent can apply for a place at this school at any time. This is referred to as an in-year admission. All In-year applications for this school must be made to Surrey County Council who manage all the in-year applications on behalf of the school. Details, including the application form and guidance notes can be obtained [HERE](#)

The correct application form to use is the Centrally Managed Application (CMA) Form. It should be returned to the address given on the application form.

A hard copy of this form is available by contacting the school or Surrey County Council directly. Upon receipt of an in-year application, the local authority will aim to notify the parents of the outcome of their application in writing within 10 school days, but applicants must be notified in writing within 15 school days.

Where an application is refused, there is the right to appeal. Details of how to appeal can be found [HERE](#)

Where an applicant is offered a school place following an in-year application, and the offer is accepted, arrangements will be made for the child to start school as soon as possible, particularly where the child is out of school.