



Guidance for In-Year Admissions

All applications for admissions to the school other than those for admission to Reception class in September are In-Year admissions.

Should you need to apply for a school place outside the normal admissions round, you will need to complete an 'Application for In-Year Admission' form which can be found on our website or can be obtained from the school office. You will also need to complete and return the school's Supplementary Information Form, together with supporting documents - birth certificate, baptismal certificate and recent proof of address such as a council tax bill, utility bill, tenancy agreement form. Once your completed application has been received, you will be informed of the decision.

If there is a vacancy, and there is no child on the relevant waiting list with a higher priority a place will be offered. Where there are places available but more applications than places, the published oversubscription criteria, as set out for the normal round of admissions, will be applied. If there are no places available, the child will be added to the waiting list. Parents will be advised of the outcome of their application in writing and, where the decision is to refuse their child a place, have the right to appeal to the Admissions Committee.

A written offer will be sent to the most recent address provided for the child in question, and parents should note that if they do not accept the place by the date indicated in the letter (normally two weeks from the date of the letter), the place will be offered to the next name on the waiting list.

You have the right to appeal against the governors' decision not to offer a place to your child. Any appeal must be made in writing and returned to school. The appeal form can be obtained from the school office and must be returned within 20 days from the date of the notification decision. Any appeal will be heard and decided by a panel completely independent of the school. There is no guarantee that any appeal will be successful.

Waiting List

The school maintains a waiting list for those children who are not offered a place, including those unsuccessful at appeal; the order of priority on the waiting list is the same as the list of criteria for over-subscription. Continued waiting lists are maintained for each year group which is full. Should a casual vacancy occur, a place would be offered to the child at the top of the list using the over-subscription criteria (unless an application has been received that takes priority over the waiting

list). Positions on waiting lists may go up or down due to pupil withdrawals or new or revised applications and no account is taken of the length of time spent on a list. The school periodically seeks confirmation that parents wish a child's name to be kept on the continued interest list. Parents will be contact at the end of the academic year to confirm that they still wish to remain on the waiting list for the next academic year.

A written offer will be sent to the most recent address provided for the child in question, and parents should note that if they do not accept the place by the date indicated in the letter (normally two weeks from the date of the letter), or the place will be offered to the next name on the waiting list.