

### **In-Year Applications**

An application can be made for a child at any time outside the admission round, and the child will be admitted where there are available places. BCP LA co-ordinates applications (including in-year applications) on behalf of the governors. An application should be made by completing the in-year admissions application form available on the BCP website [www.bcpCouncil.gov.uk/schooladmissions](http://www.bcpCouncil.gov.uk/schooladmissions). If you wish to apply using faith criteria, a Supplementary Information form (SIF) can be downloaded from the school website and must be returned directly to the school so that the governors can place the applicant in the correct category according to their admissions policy. Please see our admissions policy for any supporting documentation required.

Where there are places available, but more applications than places, the published oversubscription criteria, as set out in the current admissions arrangements, will be applied. The admissions policy is available on the school website. Parents are advised to read the admissions arrangements carefully before making their application.

If there are no places available, the child can be added to the waiting list. Please see the admission arrangements for more details.

You will be advised of your application in writing as soon as possible, but no later than 15 school days from the date of receipt.

You have the right to appeal to an independent panel if your application is unsuccessful.

If you have any questions about in-year admissions, please contact the school office on 01202 528811. You may also wish to discuss in-year applications with the local authority [www.bcpCouncil.gov.uk/schooladmissions](http://www.bcpCouncil.gov.uk/schooladmissions)