

Applying for place at our school during the school year (In-Year Admissions)

In-year admission is the process of applying for a school place during the school year. Any application for the intake made after the start of the autumn term will be treated as an in-year application.

The in-year admission process is managed by the school. Parents are required to complete the in-year application form, which is available below.

If you are new to the area and require a school place or if you already reside in the area and you want to move your child from their current local school to our school, your application should be made directly to our school and the child will be admitted where there are available places.

To apply for a place, complete our In-Year Admissions form, and return to bursar@st-marymagdalens.lancs.sch.uk

If you would like your application to be considered under our faith criteria, in addition to the In Year Admissions Form, please also complete a Supplementary Information Form (SIF). Copies of both forms are available in the Admissions section of our website or from the school office.

If you have any questions in relation to in-year admissions, please contact Mrs L Morgan, the School Business manager either by email on the email above or by telephone on 01254 232329.

You may ring the school office to confirm that the form (and accompanying evidence) has been received. Your application will be acknowledged upon receipt, and we will advise you of the outcome within a maximum of 15 school days. Where places are available, but we have more applications than places, the published oversubscription criteria will be applied, to ensure the correct child/children are offered the places.

If there are no places available, the child will be added to the waiting list and you have the right of appeal. Please see below for appeal information. Please note, that the waiting list does NOT guarantee a place at our school and if your child is currently not in education you should either make an appeal to our school and/or apply for a place at an alternative school.

Further information on how to apply for a local school can be found on the Lancashire County Council website:

<https://www.lancashire.gov.uk/children-education-families/schools/apply-for-a-school-place/changing-schools-during-the-school-year/>

Appeals

The school's admission appeals are supported by Lancashire County Council. If the Governing body cannot offer a school place, parents have the right to make an appeal.

Lancashire County Council administers the appeals process on behalf of the school. Parents can complete the school's appeal form [Appeal for a school place - Lancashire County Council](#) on Lancashire county council's website

This appeal should be submitted within twenty days of refusal of admission. The appeal provides you with an opportunity to explain why you wish to register your child at our school.

The appeal forms and advice on how to complete them is available on the

Lancashire County Council will contact you in respect of your appeal application and inform you of the arrangements. The outcome of the appeal will be notified to you in writing.

The decision of the Independent Appeal Panel is binding to all parties, ie the family and the school.

Please note that this right of appeal against the Governors' decision does not prevent you from making an appeal in respect of any other school.