

In – Year Admission Information 2022/23
Local Authority's In-Year Co-ordinated admissions scheme

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. An application should be made via the local authority by completing the in-year admissions application form which is available from As a Catholic School, parent will also need to complete a Supplementary Information Form in addition to the standard application form that is submitted to the local authority https://www.worcestershire.gov.uk/info/20099/school_admissions. Supplementary Information Forms can be obtained from the school's website at <https://www.ourlady.worcs.sch.uk/statutory-information/admissions> or a hard copy can be provided on request by contacting the school office schooladmin@ourlady.worcs.sch.uk, Supplementary Information Forms **must** be returned directly to the school at schooladmin@ourlady.worcs.sch.uk . If a Supplementary Information Form is not submitted directly to the school this may affect the priority given to the application and could affect the likelihood of your child being offered a place.

The local authority will forward your application to the school for consideration by the governors.

Where there are places available but more applications than places, the published oversubscription criteria, as set out in the admission arrangements for 2023-24, will be applied. The full admission arrangements can be accessed from <https://www.ourlady.worcs.sch.uk/statutory-information/admissions> or by contacting the school office to request a hard copy. Parents are advised to read the admission arrangements carefully before making their application.

If there are no places available, the local authority will notify you of this decision on behalf of the governors and the child will be added to the waiting list. Please see the admission arrangements for more details regarding waiting lists.

You will be advised of the outcome of your application in writing as soon as possible. Applicants must be informed of the outcome of their application within 15 school days of its receipt, but the aim is to notify applicants of the outcome of their application within 10 school days of its receipt.

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

If you have any questions in relation to in-year admissions please contact Mrs Rogers at our school office either by telephone 01905 421 409 or by email schooladmin@ourlady.worcs.sch.uk. You may also wish to discuss in-year applications with the local authority, Worcestershire, via the website https://www.worcestershire.gov.uk/info/20099/school_admissions/706/in-year_applications