

In-Year Admissions for St Polycarp's Catholic Primary School

from 1st September 2024 until 31st August 2025



What are in-year admissions?

You can make an in-year application if your child needs to join school outside of the normal admissions round – for example if you move house and your child can no longer attend their current school.

How to apply for an in-year school place

If you wish to apply for in-year admission to St Polycarp's Catholic Primary School, you need to complete:

- A School Managed Application (SMA) Form for in-year admission
- Faith Applicants should also complete the school's Supplementary Information Form (SIF)

The SMA Form, Guidance Notes and SIF are available to view/ download from the Admissions section of the school website.

The completed form(s) and supporting documentation as outlined in the SMA form and SIF (baptism certificate if applicable and recent proof of address) should be returned to:

The School Office (Admissions)
St Polycarp's Catholic Primary School
Waverley Lane
Farnham
GU9 8BQ

Or via email to: admissions@stpolycarps.surrey.sch.uk

The school office is open 08.30am-4pm Monday to Friday (term time only)

Who processes your application?

The governing body is the admissions authority for St Polycarp's Catholic Primary School and has responsibility for admissions to the school, including setting the priority of admissions when the school is over-subscribed (more applicants than places available). Information regarding the priority of admissions is available within the Admissions Policy on the school website. St Polycarp's Catholic Primary School will consider whether it has any vacancies, and if so, assess whether it is able to offer a place. The school will contact you to let you know the outcome of your application.

When will parents be notified of the outcome of their application?

Upon receipt of an in-year application, the school will aim to notify parents of the outcome of the application in writing within 10 school days. However, it might take up to 15 school days. You must respond to any offer of a place within two weeks.

** Printed copies of this and any other documents from our website are available on request from the school office.*

The right to appeal

If you are refused a place at any school you have applied for, you have the right to make an appeal to an independent appeal panel. Where an application is refused, the school will set out the reason for the refusal.

For applications for In-Year Admissions, appeals must be heard within 30 school days of the appeal being lodged. If parents wish to appeal, they must set out the grounds for appeal in writing.

Other information

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

If your child is not offered a place, you can add their name to a waiting list for their year group. Waiting lists are ranked according to the school's admissions criteria (see the Admissions Policy). Your child's position on a waiting list may go down as well as up, for example if other children with greater priority according to the school's admission criteria are added to the list.

If your child's name is added to a waiting list, please contact the school office at the beginning of each academic year (September) to confirm that you wish your child to remain on the waiting list.