



In Year Admissions Procedure

Our Lady of Lourdes Catholic Primary School



Reviewed October 2020

Our Lady of Lourdes In Year Admissions Procedure

Procedure for admissions during the school year and in the event that an offered place for Reception is not taken up

THIS PROCEDURE IS SUPPLEMENTARY TO THE ADMISSIONS POLICY. THE CURRENT OPERATING ADMISSIONS POLICY IS TO BE REFERRED TO AT ALL TIMES.

Key Stage One classes operate with a maximum class size of 30 children. Key Stage Two classes operate with a maximum class size of 32 children.

The school operates a waiting list for places, in accordance with the Admissions Policy, and parents should refer to that Policy. If a parent has any queries about the waiting list, these should be directed to the school office in the first instance, or the Headteacher and Governors if further information or clarification is required.

The Headteacher will monitor waiting lists and available places and inform the Admissions Committee as required.

General principles:

- Applications received during term time are, subject to the LA Fair Access Protocol, offered places for the next half term (unless request is due to a house move and family can no longer travel to the current school or both headteachers agree to an immediate move).
- Applications received after the end of term but by the last Friday of the Holidays will, subject to the LA Fair Access Protocol, have school place allocated for immediate start after that holiday (assuming that the school has an available space).
- Waiting list offers made during term time will be for the next half term.
- Waiting list offers made after the end of term/half term will be for immediate start

Where there is one child on the waiting list for each place available in a particular year:

1. The Headteacher may offer the place on behalf of the governors to the parent/guardian/carer of the child on the waiting list, without reference to the Admissions Committee, as there is no other option than to accept the child.
2. The Headteacher/Admissions Manager will inform the LA of the offer of the place.
3. When a school place is offered, parents are given a reasonable time, ten school days, in which to accept the place. If this has not happened within this timeframe the school will contact parents to ascertain if the place is still required.

Where there is more than one child on the waiting list for each place available in a particular year:

1. If the Supplementary Information Form (SIF) on file was signed more than six months before the intended date for categorizing applicants (see 2 below) the parent/ carer of all children on the waiting list for the relevant place will be asked to complete a current SIF. Parents/carers will be given a minimum of one school week (five days) and a maximum of two school weeks (10 days) to return forms to the school.
2. The Admissions Committee will meet, either in person or remotely, to agree the priority order in accordance with the criteria stated in the current Admissions Policy.

Reviewed October 2020

Next review Autumn 1 2021

Our Lady of Lourdes In Year Admissions Procedure

3. The Headteacher/Admissions Manager on behalf of the governors will then offer the place in priority order as set as a result of 2 above.
4. Parents are given five school days to accept the place. If parents refuse the offer or do not contact the school within the specified time, the next pupil on the waiting list will be offered the place but to start at the beginning of the next half term.
5. The Headteacher/Admissions Manager will inform the LA of the final outcome.

The Headteacher will report any offers made and the responses received to the Admissions Committee and the Full Governing Body at the next relevant meetings.