**In-Year Admissions Information**

Our Lady of Lourdes Catholic Primary School participates in the Local Authority’s In-Year coordinated admissions scheme.  If you wish to apply for a place at our school outside the normal point of entry (ie not for Reception class), please follow these links to the council’s website:

[Apply for a school place (brighton-hove.gov.uk)](https://www.brighton-hove.gov.uk/children-and-learning/apply-school/apply-school-place) – to apply

[School application guides (brighton-hove.gov.uk)](https://www.brighton-hove.gov.uk/children-and-learning/school-application-guides) – for information about In-Year admissions and the council’s  coordinated scheme.

If you are applying under one of the Faith criteria, you must also download and complete a Supplementary Information Form (see link below) and hand it in to the school office.  Please ensure that all sections are completed accurately and that a copy of the Baptism certificate, or letter, as required, is included.

**Links**

[In Year Admissions Procedure](https://ourladyoflourdesprimaryschool.co.uk/wp-content/uploads/2020/10/In-Year-Admissions-Procedure-2020-3.pdf)

[Admissions Policy 2021-2022](https://ourladyoflourdesprimaryschool.co.uk/wp-content/uploads/2021/07/OLOL-Determined-Admissions-Policy-2021-22-amended.pdf)

[Supplementary Information Form 2021-22](https://ourladyoflourdesprimaryschool.co.uk/wp-content/uploads/2020/10/OLOL-2021-22-Determined-SIF.pdf)and [Privacy Notice](https://ourladyoflourdesprimaryschool.co.uk/wp-content/uploads/2019/03/privacy-notice-parents-1.pdf)

Please use this form if you wish your child to start in the academic year 2021-2022.

**Who processes your application?**

The governing body is the admissions authority for **our school**and has responsibility for admissions to the school, including setting the priority of admissions when the school is oversubscribed. However, Brighton & Hove City Council (B & H CC) coordinates In year applications for **Our Lady of Lourdes.**If you have named **Our Lady of Lourdes**, B & HCC will send details of the child’s application to the school’s governing body. The school will consider whether it has any vacancies and if so, whether they are able to offer a place. The school will confirm to B & H CC as soon as possible. B & H CC will notify you of the outcome of your application on behalf of the school.

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

Upon receipt of an In Year application, B & H CC 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. Parents are expected to confirm acceptance within seven school days after the date of the offer.

**The right to appeal**

If you are refused a place at any school you 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 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. Appeals are managed by Brighton and Hove Council.  Please find details of how to appeal on the Brighton and Hove Admissions website [Appeal a school place (brighton-hove.gov.uk)](https://www.brighton-hove.gov.uk/children-and-learning/appeal-school-place)

**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 a place. The waiting list is maintained by the school. Waiting lists are ranked according to our school’s admission criteria. 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.