

## **In year admissions arrangements 2021-22**

It sometimes happens that a pupil needs to change school other than at the 'normal' time; such admissions are known as non-routine admissions. Parents wishing their child to attend this school should arrange to visit the school.

All parents requesting a school place, either because they are new to Lancashire or because they are wishing to transfer schools within Lancashire, will be required to complete a school admissions form. Should there be a place available in the requested year group the school will contact you ASAP. If you are requesting to move your child from another school the Headteacher will contact that school to get information regarding safeguarding, SEN, behaviour and attendance.

We will aim to notify parents of the outcome of the application within 10 school days, and we will ensure you are notified in writing within 15 school days. Where an applicant is offered a school place following an in-year application, and the offer is accepted, arrangements will be made for the child to start usually at the start of the next half term.

Applications for in-year places at the school should be made by completing the school's In Year Admission form which is available by contacting the school office [bursar@brindle-st-james.lancs.sch.uk](mailto:bursar@brindle-st-james.lancs.sch.uk) or 01254 852379.

In the event of over-subscription, a waiting list will be compiled upon receipt of a child's completed in-year application form that will give priority to children in accordance with the Governors' order of priority for admissions and will not give priority to children based on the date their application was received or name was added to the list. The order of priority for admissions can be found in our admission arrangements document for 2021-22 available on the school website or upon request.