



### **Our Lady and St Edward's 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 to the school by completing the in-year admissions application form and returning it via post to the Headteacher, Our Lady and St Edward's Catholic Primary School, Lightfoot Lane, Fulwood, Preston PR2 3LP or via email to [bursar@ourlady-st-edwards.lancs.sch.uk](mailto:bursar@ourlady-st-edwards.lancs.sch.uk). The application form and Supplementary Information Form can be found here:

<https://ourlady-st-edwards.lancs.sch.uk/admission-arrangements/>

Where there are places available but more applications than places, the published oversubscription criteria, as set out in the admission arrangements for 2025, will be applied. Admission arrangements can be found here.

<https://ourlady-st-edwards.lancs.sch.uk/wp-content/uploads/2024/12/Admissions-Policy-September-2025-Determined-1.pdf>

Parents are advised to read the admission arrangements carefully before making their application.

If there are no places available, the child will be added to the waiting list. Please see the admission arrangements for more details.

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 receipt, but the aim is to notify applicants of the outcome of their application within 10 school days of receipt.

You have the right to appeal to an independent appeal panel if your application is unsuccessful. The link for the online appeal form is below

<https://www.lancashire.gov.uk/children-education-families/schools/apply-for-a-school-place/school-appeals/appeal-for-a-school-place/>

If you have any questions in relation to in-year admissions, please contact Mrs N Kippax at the school 01772 862305. You may also wish to discuss in-year applications with the local authority <https://www.lancashire.gov.uk/children-education-families/schools/apply-for-a-school-place/changing-schools-during-the-school-year/> or call the team on 01772 532109.