



St Clare's Catholic Primary School

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 Headteacher, St Clare's Catholic Primary School, Sharoe Green Lane, Fulwood, Preston, PR2 3SL or via email to bursar@st-clares.lancs.sch.uk. If applying on faith grounds please also complete and return the supplementary form. Both forms can be found on the school website at <https://www.st-clares.lancs.sch.uk/admissions/>

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

You will be advised of the outcome of your 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. Details of which can be found at <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 school on 01772 787037 or bursar@st-clares.lancs.sch.uk. You may also wish to discuss in-year applications with the local authority Pupil Access Team who can be contacted on 01772 532109 or IYASouth@lancashire.gov.uk