

ADMISSIONS PROCEDURES FOR ST. ANNE'S SCHOOL

St Anne's RC Primary School is a Voluntary Aided Catholic School for children aged 4-11

The Governors are the admitting authority. A group of them will be looking at your application form before deciding whether to admit your child into our School.

To do this you must complete and return the St. Anne's Admissions Administration Document and your local authority Common Application Form.

All applications for places at St. Anne's are considered at the same time. The closing date for applications is the **15th January** in the year before your child is 5 years old.

In March the Governors will meet to make their decision in accordance with our admissions criteria

You will be informed of their decision either just before or just after the Easter holiday depending on when Easter falls in any given year.

Appeals

Parents whose application for places are unsuccessful may appeal to an Independent Appeal Panel set-up in accordance with sections 88 and 94 of the School Standards and Framework Act 1988. Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be made to the Clerk to the Governors at the school address. If you choose to appeal you have the right to state your case in person to the Appeal Panel.

Waiting List

Parents of children who have not offered a place at the school may ask for their child's name to be placed on a waiting list. The waiting list will be operated using the criteria listed in the schools Admissions Policy. Placing the child's name on the waiting list does not guarantee that a place will become available. Names are normally removed from the list after 6 months.

Late Applications

The Governor's Admissions Committee, providing there are any available places, will consider any late applications. Governors will use the same over-subscription criteria when making their decision. If all the places have been filled parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.