

## In year Admissions

### In Year Admissions for *Cardinal Newman Catholic Primary School* from 1 November 2022 until 31 August 2023

#### What are In Year Admissions?

You can make an in-year application if your child needs to join a school outside of the normal admissions round - for example, if you move house and your child can no longer attend their current school.

#### How Parents can apply for a school place

If you want to apply for an In-Year admission to *Cardinal Newman School*, you need to complete:

##### 1. A Centrally Managed Application for In Year admission to a school (CMA) – Application Form

- The CMA Application Form can be found here: [CMA Application Form](#)
- You **MUST** scan or photograph your completed CMA Application Form and supporting evidence and email it to: [schooladmissions@surreycc.gov.uk](mailto:schooladmissions@surreycc.gov.uk). If you are unable to email it, please post to Surrey Admissions Team, Quadrant Court, 35 Guildford Road, Woking GU22 7QQ.

##### 2. The School's Supplementary Information Form (SIF)

- **The SIF is available at:** [Supplementary Information Form](#)
- You **MUST** return the Supplementary Information Form to the school as follows: *Mrs C Madden, Admissions Officer, Cardinal Newman Catholic Primary School, Arch Road, Hersham, Surrey KT12 4QT*

#### Who processes your application?

The governing body is the admissions authority for *Cardinal Newman School* and has responsibility for admissions to the school, including setting the priority of admissions when the school is oversubscribed. Although Surrey County Council coordinates In year applications for *Cardinal Newman School*, it is the governing body who will consider if the school has any vacancies and if so, whether they are able to offer a place. The school will contact you to let you know the outcome of your application.

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

Upon receipt of an In Year application, the school 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. You must respond to any offer of a place within two weeks.

#### 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.

#### 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. Waiting lists are ranked according to each 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.

**Note: a hard copy of this online page is available on request for parents who don't have internet access**