



### **Mid-Year application process for a place at St Peter's Catholic Primary School**

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are available places.

To make a mid-year application for a school place at St Peter's, you must complete the following and send it via email to the School Office on [admin@st-peters-pri.essex.sch.uk](mailto:admin@st-peters-pri.essex.sch.uk).

- Mid-Year application form
- Supplementary Information Form (SIF)

If you require a paper copy, please contact the school office.

Please do not use this form to apply for a Reception place for the normal September admission round. The Local Authority co-ordinates the school's applications for the normal admissions round and further information can be found at [Essex Schools Admissions](#).

For information regarding mid-year applications for other schools, please refer to the Local Authority guidance on their website [Local Authority Mid-Year Applications](#).

### **Important information before you apply**

You should use this form to apply for a place at St Peter's Catholic Primary School. A separate form is required for each child.

As we are a Catholic School and our own Admission Authority, you are also required to complete a Supplementary Information form [SIF](#) and provide a copy of your child's Baptismal Certificate, to support your application for a primary school place. These should be emailed directly to the school via [admin@st-peters-pri.essex.sch.uk](mailto:admin@st-peters-pri.essex.sch.uk).

### **When should I apply?**

Applications for transfer at the start of the next academic year or the next term will be dealt with in the half term prior to the requested admission date.

Applications received too early will be returned and you will need to re-apply at a later date.

- We cannot accept an application for Spring term (January) until the preceding Autumn half term holiday i.e. October.
- We cannot accept an application for Summer term (Easter) until the Spring half term holiday i.e. February.
- We cannot accept an application for Autumn term (September) until the Summer half term holiday i.e. end of May.

If you have just moved into the area and your child is without a school place, please note that your application will be dealt with within 15 school days. Evidence of your new address will be required in the form of either a signed tenancy agreement / exchange of contracts / council tax or driving licence.

If you apply shortly before or during a school holiday, a decision may not be given until the school has re-opened.

Where there are places available but more applications than places, the published oversubscription criteria, as set out in the admissions arrangements for that academic year, will be applied. If there are no places available, the child will be added to the waiting list for the remainder of that academic year. Parents will need to re-apply for the following year if they wish to remain on the waiting list. Please see the admissions policy for more details.

You will be advised of the outcome of your application in writing as soon as possible (usually within 15 school days).

### **Admission of children living overseas**

You may apply for a place when you have moved to the UK. Please return the form at this stage and we will be able to process your application.

### **Appeal**

You have the right to appeal to an independent appeal panel if your application is unsuccessful. More information can be found on the Essex Admissions website [Appeals](#).

If you have any questions in relation to your Mid-Year application, please contact St Peter's Admissions on 01277 653770.