

# St Joseph's Catholic Primary School

Brook Lane  
Thame  
Oxfordshire  
OX9 2AB

Tel: 01844 214278 Fax: 01844 217682 Email: admin.3826@st-josephs.oxon.sch.uk Website: www.st-josephs.oxon.sch.uk

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## ST JOSEPH'S CATHOLIC PRIMARY SCHOOL, THAME

### IN-YEAR ADMISSIONS PROCEDURE

In year admissions are requests for places at St Joseph's School aside from the initial admission of children to our Early Years Unit (Reception Class) each September.

As an own admissions authority, The Board of Directors of the Dominic Barberi Multi Academy Company has delegated the responsibility for determining in year admissions procedures for St Joseph's Catholic Primary School to the school's Academy Committee. The Committee has agreed that:

1. Applications for a school place during the academic year must be made by completing St Joseph's In Year Application Form. This can be downloaded from the school website or obtained from the school office.
2. In Year Application Forms should be handed/sent directly to the school marked for the attention of the Secretary to the Academy Committee.
3. The date and time the school receives each application will be noted on the front of page of the form.
4. All in-year applications will be considered by the Admissions Sub-Committee.
5. The member of staff responsible for admissions will inform the Admissions Sub-Committee of the outcome of all in-year admission applications.
4. Applications will be considered on a weekly basis with a closing date of 3.00 pm every Wednesday during term time.
5. The Academy will consider each week's applications in strict accordance with the school's Admissions Policy and oversubscription criteria. No priority will be given to applications based on the order in which they are received in the preceding week.
6. Applicants will receive a written response within 10 school days following receipt of the application.
7. Where a school place is offered, the offer will be held open for 20 school days. The applicant will need to confirm acceptance within this time.
8. Where a school place is refused, the applicant will be made aware of the Appeals Process.

Signed ..... Date .....

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9. Applications will be considered no more than 6 school weeks in advance of the required start date. Applications for school places received more than 6 weeks in advance of the required start date will be held until the 6 week date is reached. Holidays are not included in the 6 week period.

SMcG

March 2014

Signed ..... Date .....