



## **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 form can be found on Birmingham City Council’s website which is available through the following link:

[https://www.birmingham.gov.uk/info/20119/school\\_admissions/587/in-year\\_school\\_admissions](https://www.birmingham.gov.uk/info/20119/school_admissions/587/in-year_school_admissions)

Hard copies of the application form can be collected from the School directly. **All completed applications are to be returned to your chosen School.**

As a Catholic School, parents will also need to complete a Supplementary Information Form (SIF) in addition to the standard application form that is also to be submitted to the school. Supplementary Information Forms, along with the full admission arrangements for Holy Cross Primary School, can be obtained from the school website [Holy Cross Catholic Primary School - Home \(holycross-sch.net\)](http://holycross-sch.net) or a hard copy can be provided on request. Supplementary Information Forms must be returned directly to the school office as a hard copy or via email to [enquiry@holycross-sch.net](mailto:enquiry@holycross-sch.net). If a Supplementary Information Form is not submitted directly to the school this may affect the priority given to the application and could affect the likelihood of your child being offered a place.

Where there are places available but more applications than places, the published oversubscription criteria, as set out in the admission arrangements 2024/2025, will be applied. The full admission arrangements can be accessed from [Holy Cross Catholic Primary School - Home \(holycross-sch.net\)](http://holycross-sch.net) or by contacting the school office to request a hard copy.

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 and further information relating to this will be included in the letter sent from the school advising you of the outcome of your application. Please see the admission arrangements for more details.

You will be advised of the outcome of your application in writing as soon as possible. Applicants must be informed of the outcome of their application within 15 school days of its receipt, but the aim is to notify applicants of the outcome of their application within 10 school days of its receipt. You have the right to appeal to an independent appeal panel if your application is unsuccessful. If you have any questions in relation to in-year admissions, please contact the school office. You may also wish to discuss in-year applications with the local authority; Birmingham City Council who can be contacted on 0121 303 1888 or [admissions@birmingham.gov.uk](mailto:admissions@birmingham.gov.uk) .