



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 should be made to the school by completing the in-year admissions application form which is available on our website at <https://www.stfrancis.cc/about-us/admissions/official-documentation/> A hard copy of the application form can be obtained by contacting the school office via 01922 740 300.

Completed application forms must be returned for the attention of Mrs Shirley Cohen-Green.

Where there are places available but more applications than places, the published oversubscription criteria, as set out in the admission arrangements for 2022/2023, will be applied. The full admission arrangements can be accessed from <https://www.stfrancis.cc/about-us/admissions/official-documentation/> 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 Mrs Shirley Cohen-Green. You may also wish to discuss in-year applications with the Walsall local authority.