



The Willows Catholic Primary School

Headteacher: Mrs. S. A. Barnett
Victoria Road, Kirkham, PR4 2BT
Telephone & Fax: 01772 684371
www.willows.lancs.sch.uk

With Christ at our heart, we are a loving, caring family where each individual is nurtured in mind and spirit to fully become the person God created.

In learning together we support each other to reach our potential in a safe and stimulating environment where all are valued and respected.

Our school motto: 'God loves me, God loves everyone' guides our journey.

In-Year Admissions Policy Applying for a Place at our School during the School Year

In Year Admissions are admissions to school that take place outside the normal admissions rounds i.e., Reception.

If you are new to the area and require a school place or if you already reside in the area and you want to move your child from their current local school to our school, your application should be made directly to our school and the child will be admitted if there are places available.

To apply for a place, complete our In Year Admissions form, and return it to:

bursar@willows.lancs.sch.uk

If you would like your application to be considered under our faith criteria, in addition to the 'In Year Admissions Form', please also complete the 'Supplementary Information Form'. Copies of both forms are available in the Admissions section of our website or from the school office.

If you have any questions in relation to in year admissions, please contact us either by email at bursar@willows.lancs.sch.uk or by telephone on 01772 684371.

You may ring the school office to confirm that the form and accompanying evidence has been received.

Your application will be acknowledged upon receipt, and we will advise you of the outcome within a maximum of 15 school days.

Where places are available, but we have more applications than places, the published oversubscription criteria will be applied, to ensure the correct child/children are offered the places. If there are no places available, the child will be added to the waiting list.

You have the right to appeal for a place but please note that legally classes in Key Stage 1 cannot be more than 30 and the Independent Appeals Panel cannot grant a place if the number of children in the class is already 30. For Key Stage 2 children you will have the right of an appeal process to undertake. Please see below for appeal information. Please note, that the waiting list does NOT guarantee a place at our school and if your child is currently not in education you should either make an appeal to our school and/or apply for a place at an alternative school.

Further information on how to apply for a local school can be found on the Lancashire County Council website:





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<https://www.lancashire.gov.uk/children-education-families/schools/apply-for-a-school-place/changing-schools-during-the-school-year/>

Appeals

The school's admission appeals are supported by Lancashire County Council. If the Governing body cannot offer a school place, parents have the right to make an appeal.

This appeal should be submitted using the link below within twenty days of refusal of admission by the Governing Body. The appeal provides you with an opportunity to explain why you wish to register your child at our school. The appeal form and advice on how to complete the form is available on the Lancashire County Council website:

<https://www.lancashire.gov.uk/children-education-families/schools/appeal-against-an-admission-decision/primary-school-appeals/>

Lancashire County Council will contact you in respect of your appeal application and inform you of the arrangements. The outcome of the appeal will be notified to you in writing.

The decision of the Independent Appeals Panel is binding to all parties, the family and the school. Please note that this right of appeal against the Governors' decision does not prevent you from making an appeal in respect of any other school.

