

## In-Year Admission Procedure

St Bernard's High School holds its own In-Year waiting list. The procedure is as follows:-

- The Year 7 admission list is received from the Local LA in the autumn term.
- This becomes the waiting list for Year 7.
- Any In-Year applications are processed in accordance with our admissions policy. Application forms are available on the school website.
- A panel of Governors will process any in-year application and notify the admissions officer of the outcome.
- A letter informing in-year applicants of the outcome regarding their application is sent in writing within 10 school days when an application is received. If no place is available they will be added to the waiting list in the order set out in the school's over-subscription admissions criteria.
- No student is removed from the waiting list unless the parent authorises it.

When a place is available, the application of the student that is top of the waiting list is processed by the panel of Governors, and on their recommendation the admission officer will contact the family to confirm that they still want the place.

- An admission meeting is set up to take place within the shortest possible time from the telephone call.
- The admission meeting consists of the Headteacher, the Assistant Headteacher (Pastoral), the Assistant Headteacher (Curriculum) and the Admissions Officer.
- The parents are asked at the end of the meeting to inform the Admission Officer by telephone by 12 noon the next day to confirm they want the place.
- The parents are sent an Admission pack and a letter confirming the date the student will start.
- The waiting list is then updated.

The waiting list can change, as the admission criteria are applied to every application received, and new applicants may be ranked higher than those already on the waiting list. Applicants can move down the waiting list as a consequence.

Hard copies of all documents relating to the admissions process are available by contacting the school's Admission Officer, via the school office.

Appeals follow the same procedure as for Year 7 admissions. Helpful information regarding appeals is included in the letter to parents which informs them that their application has been unsuccessful.