



In Year Admissions



In Year Admissions for *Cottesmore St Mary Catholic Primary School*

What are In Year Admissions?

You can make an in-year application if your child needs to join a school outside of the normal admissions round - for example, if you move house and your child can no longer attend their current school.

How Parents can apply for a school place

Cottesmore St Mary Catholic Primary School is part of Brighton & Hove's centrally coordinated in Year Scheme. If you want to apply for an In-Year admission to *Cottesmore St Mary Catholic Primary School*, you need to complete:

1. Brighton & Hove City Council Common Application Form

The B & H Common Application Form and accompanying procedure is available at:

<https://www.brighton-hove.gov.uk/scheme-co-ordinated-admissions-year-allocations#procedure>

2. The School's Supplementary Information Form (SIF)

The SIF is available at:

https://www.cottesmore.brighton-hove.sch.uk/uploads/Admissions/Jan_2024/CSM_Determined_SIF_2024_25_02324.pdf

You MUST return the Supplementary Information Form to the school at:

Admissions
Pupil Services,
Cottesmore St Mary Catholic Primary School,
The Upper Drive Hove
BN3 6NB
Tel 01273 555811

Who processes your application?

The governing body is the admissions authority for *Cottesmore St Mary Catholic Primary School* and has responsibility for admissions to the school, including setting the priority of admissions when the school is oversubscribed. However, Brighton & Hove City Council (B & H CC) coordinates in year applications for *Cottesmore St Mary Catholic Primary School*. If you have named *Cottesmore St Mary Catholic Primary School*, B & HCC will send details of the child's application to the school's governing body. The school will consider whether it has any vacancies and if so, whether they are able to offer a place. The school will confirm to B & H CC as soon as possible. B & H CC will notify you of the outcome of your application on behalf of the school.

When will parents be notified of the outcome of their application?

Upon receipt of an In Year application, B & H CC will aim to notify parents of the outcome of the application in writing within 10 school days. However, it might take up to 15 school days. Parents are expected to confirm acceptance within seven school days after the date of the offer.

The right to appeal

If you are refused a place at any school you applied for, you have the right to make an appeal to an independent appeal panel. Where an application is refused, the school will set out the reason for refusal.

For applications for In Year Admissions, appeals must be heard within 30 school days of the appeal being lodged. If parents wish to appeal, they must set out the grounds for appeal in writing.

Other Information

Where an applicant is offered a school place following an in-year application, and the offer is accepted, arrangements should be made for the child to start school as soon as possible, particularly where the child is out of school.

If your child is not offered a place, you can add their name to a waiting list for a place. The waiting list is maintained by the school. Waiting lists are ranked according to each school's admission criteria. Your child's position on a waiting list may go down as well as up, for example, if other children with greater priority according to the school's admission criteria are added to the list.

Note: a hard copy of this online page is available on request for parents who don't have internet access