

## St Peter's Catholic School - In-Year Co-ordinated Admissions Scheme

### In-Year Applications

An application can be made for a place at St Peter's Catholic School for a child at any time outside the normal admission round and the child will be admitted where there are available places. An application should be made via the local authority, details can be found at [www.solihull.gov.uk](http://www.solihull.gov.uk). Alternatively, they can be contacted on 0121 704 6693 or by email at [admissions@solihull.gov.uk](mailto:admissions@solihull.gov.uk). The application form can be located at the following link [Moving schools during the school year | solihull.gov.uk](http://www.solihull.gov.uk/moving-schools-during-the-school-year)

As a Catholic School, parents/carers will need to complete a **Supplementary Information Form in addition** to the standard application form that is submitted to the local authority. The Supplementary Information Form can be obtained from St Peter's Catholic School website at [Home - St Peter's Catholic School In Solihull \(st-peters.solihull.sch.uk\)](http://www.st-peters.solihull.sch.uk) and the link to the Admissions Policy is <https://stpeterssolihull.b-cdn.net/media/uploads/Admission-criteria-2022-2023.pdf>

In addition to this, please also forward a copy of your child's Baptism Certificate. Both documents **must** be returned directly to the school to **Mrs O'Shaughnessy, Admissions Manager, St Peter's Catholic School, Whitefields Road, Solihull, West Midlands, B91 3NZ**. Or via email at [office@st-peters.solihull.sch.uk](mailto:office@st-peters.solihull.sch.uk). Please note, if a Supplementary 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 there are more applications than places, the published oversubscription criteria, as set out in the admission arrangements for **2022/23** will be applied. The full admission arrangements can be accessed from St Peter's Catholic school's website as detailed above. Parents/Carers, 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 local authority advising you of the outcome of your application. Please see the admission arrangements for more details.

You will be advised by the Local Authority 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.

To receive a hard copy of any of our documents or for any further questions, please contact **Mrs Loraine O'Shaughnessy, Office and Admissions Manager on 0121 705 3988** or [Office@st-peters.solihull.sch.uk](mailto:Office@st-peters.solihull.sch.uk). St Peters Website is [www.st-peters.solihull.sch.uk](http://www.st-peters.solihull.sch.uk).

You may also wish to discuss in-year applications with the local authority by contacting **Solihull Metropolitan Borough Council, Solihull School Admissions on 0121 704 6693**. If you live outside Solihull Borough, the Local Authority will provide you with details of who to contact.

#### Parent/Carer Checklist

1. Application to Solihull Local Authority
2. Supplementary Information Form sent to St Peter's Catholic School
3. Copy of Child's Baptism Certificate sent to St Peter's Catholic School