

IN-YEAR ADMISSIONS ARRANGEMENTS

Before the Governors can consider the allocation of places, the application process has to be complete.

1. Applications should be made to Croydon Council on an In-Year Application Form, which is available online at croydon.gov.uk/admissions. Regina Coeli Supplementary Information Form **MUST** be completed by those with parental responsibility and returned to the school office for full consideration of any in-year application. These are available from the school office or on-line at <http://www.reginacoelischool.co.uk>.
2. The child's Baptism Certificate must be produced for inspection at the school.
3. Applications for children of other faiths should be supported by a minister's/faith leader's reference. The school will send the Supplementary Information Form to those with parental responsibility with the application form upon request.
4. Those with parental responsibility should complete all appropriate parts of the form as soon as possible.

Maintenance of the In-Year Waiting Lists

In-Year waiting lists and subsequent offers are managed by the school directly in line with the school admissions criterion.

Notification of the Outcome of the In-Year Application

Applicants will be notified of the outcome of their application (whether a place can be offered or if the Candidate has been placed on an In-Year waiting list) usually within 10-15 school days of the school receiving Local Authority notification **AND** the completed school supplementary form.

Occasionally, the school may require additional information from the Applicant which may delay this process, especially if an out of chronological age group place has been requested.

If it is not possible for the school to offer a place to the Candidate, the Applicant has the right to appeal this decision. A deadline for lodging the appeal will be given, and the Applicant must set out their grounds for appeal in writing.

How are the waiting lists ranked?

There are different admissions criteria (see the Admissions Policy for the year of application). In order to rank applications correctly onto each year group waiting list, each application is firstly given a criterion in accordance with the Admissions Policy, and then, within each criterion, Candidates are also ranked according to distance from the school. Distances are calculated by Sutton Local Authority.