

In Year Admissions for St Charles Borromeo from 1 September 2023 until 31 August 2024

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?

If you want to apply for an In-Year admission to St Charles Borromeo you need to complete two forms.

- The school's Supplementary Information Form (SIF) for In Year Admissions.
[SIF for In-Year Admissions](#) *
- The CMA Form from Surrey County Council [found here](#).

You should return both these completed forms, along with supporting documentation as outlined in the SIF, to:

School Office (Admissions)
St Charles Borromeo
Portmore Way
Weybridge
Surrey KT13 8JD

The school office is open 8.30am – 4pm Monday to Friday (term time only)

Who processes your application?

The governing body is the admissions authority for St Charles Borromeo and has responsibility for admissions to the school, including setting the priority of admissions when the school is oversubscribed. Information regarding the priority of admissions is available within the Admissions Policy on the school website. St Charles Borromeo will consider whether it has any vacancies and if so, assess whether it is able to offer a place. The school will contact you to let you know the outcome of your application.

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

Upon receipt of an In Year application, the school 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. You must respond to any offer of a place within two weeks. If you have not heard from the school after 10 school days, please contact the school office (eMail info@stcharlesb.surrey.sch.uk or tel. 01932 842617) to confirm receipt of your In Year Admissions SIF document.

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. 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. If your child's name is added to a waiting list, please contact the school office at the beginning of each academic year (September) to confirm that you wish your child to remain on the list.

**Printed copies of this and any other documents from our website are available on request from the school office.*