



# SS Peter & Paul Catholic Primary School



## In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. An application should be made via Birmingham City Council's website by completing the in-year admissions application form through the following link: [Birmingham City Council in-year applications](#) .

As a Catholic School, parent will also need to complete a Supplementary Information Form (SIF) in addition to the standard application form that is submitted to the local authority. Supplementary Information Forms, along with the full admission arrangements for the SS Peter & Paul school, can be obtained from the school website [www.ssptrpl.net/statutory-documents](http://www.ssptrpl.net/statutory-documents) or a hard copy can be provided on request by contacting the SS Peter & Paul Catholic Primary School office on [enquiry@ssptrpl.net](mailto:enquiry@ssptrpl.net) or 0121 675 6028.

Supplementary Information Forms **must** be returned directly to the school office as a hard copy or via email to the [enquiry@ssptrpl.net](mailto:enquiry@ssptrpl.net) email address. If a Supplementary Information 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.

The local authority will forward your application to the school for consideration by the governors. Where there are places available but more applications than places, the published oversubscription criteria, as set out in the admission arrangements for **2022/2023**, will be applied. Parents are advised to read the admission arrangements carefully before making their application. If there are no places available, the local authority will notify you of this decision on behalf of the governors and the child will be added to the waiting list. Please see the admission arrangements for more details regarding waiting lists.

You will be advised 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.

If you have any questions in relation to in-year admissions, please contact the school office. You may also wish to discuss in-year applications with the local authority; Birmingham City Council who can be contacted on 0121 303 1888 or [admissions@birmingham.gov.uk](mailto:admissions@birmingham.gov.uk) .