



St. Nicholas 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 to the school 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, parents will also need to complete a Supplementary Information Form (SIF) in addition to the standard application form that is submitted to the school. Supplementary Information Forms, along with the full admission arrangements for St. Nicholas school can be obtained from the school website www.stnicholassutton.org.uk/statutory-documents or a hard copy can be provided on request by contacting the St. Nicholas Catholic Primary School office on enquiry@stnicholassutton.org.uk or 0121 355 2649.

Supplementary Information Forms **must** be returned directly to the school office as a hard copy or via email to the enquiry@stnicholassutton.org.uk 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.

Completed application forms must be returned to St. Nicholas School Office.

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. The full admissions arrangements can be accessed from www.stnicholassutton.org.uk/statutory-documents or by contacting the school office to request a hard copy. Parents 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 school advising you of the outcome of your application. Please see the admission arrangements for more details.

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 .