



## **In-Year Admissions**

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 by completing the in-year admissions application form (which can be found on the admissions page) and returning it to

Admissions Office  
St John Henry Newman Catholic School  
Scalegate Rd  
Carlisle  
CA2 4NL

Where there are places available but more applications than places, the published oversubscription criteria, as set out in the current admissions policy (which can be found on the admissions page), will be applied. Parents are advised to read the admissions policy carefully before making their application.

If there are no places available, the child will be added to the waiting list. Please see the admissions policy 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 receipt, but the aim is to notify applicants of the outcome of their application within 10 school days of 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 Julie Hannen on 01228 404942 (Ext 220) or [jhannen@newman.cumbria.sch.uk](mailto:jhannen@newman.cumbria.sch.uk).

You may also wish to discuss in-year applications with the local authority School Admissions and Appeals Team.