



St Anne Line Infant School & Nursery

Mid-Year Application process for a place at St Anne Line Infant School

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are available places. To make a mid-year application for a school place at St Anne Line Infant School, you should complete the **Mid-Year Application Form** along with a **SIF**, **both on our website**, and send it via email to the School Office on admissions@salinf.org. If you require a paper copy, please contact the school office.

Please do not use this form to apply for a Reception place for the normal September admission round. The Local Authority co-ordinates the school's applications for the normal admissions round and further information can be found at **Essex Schools Admissions**.

For information regarding mid-year applications for other schools, please refer to the Local Authority guidance on their website **Local Authority Mid-Year Applications**.

Important information before you apply

You should use this form to apply for a place at St Anne Line Infant School. A separate form is required for each child.

As we are a Catholic School and our own Admission Authority, you are also required to complete a Supplementary Information form (**SIF**), **on our website**, and provide a copy of your child's Birth and Baptismal Certificate, to support your application for a primary school place. These should be emailed directly to the school via admissions@salinf.org.

When should I apply?

You can apply at any time. Where there are places available but more applications than places, the published oversubscription criteria, as set out in the admissions arrangements for that academic year, will be applied. If there are no places available, the child will be added to the waiting list for 6 months from the date of application. Parents will need to re-apply for the following year and if they wish to remain on the waiting list after 6 months. Please see the **Admissions policy**, on our website, for more details.

You will be advised of the outcome of your application in writing as soon as possible (usually within 15 school days).

If you apply shortly before or during a school holiday, a decision may not be given until the school has re-opened.

If you have just moved into the area and your child is without a school place evidence of your new address will be required in the form of either a signed tenancy agreement / exchange of contracts / council tax or driving licence.

Admission of children living overseas

You may apply for a place when you have moved to the UK. Please return the form at this stage and we will be able to process your application.

Appeal

You have the right to appeal to an independent appeal panel if your application is unsuccessful. More information can be found on the [Essex Admissions website Appeals](#).

If you have any questions in relation to your Mid-Year application, please contact St Anne Line Infant School Admissions on 01268 524263 or via admissions@salinf.org.