



In Year Applications – Information & Process

Academic Year 2022/23

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 by completing the in-year admissions application form which is available from the school office - please email admin@souls.coventry.sch.uk for an electronic copy or visit the school (Abercorn Road, CV5 8ED) to collect a hardcopy.

Completed application forms must be returned to the School Business Manager, Linsey Rae - linsey.rae@allsoulsschool.co.uk - or to All Souls' Catholic Primary School, Abercorn Road, Coventry, CV5 8ED.

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 admission arrangements can be accessed from [All-Souls-Admission-Policy-22-23.pdf \(realsmart.co.uk\)](#) 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 Business Manager, Linsey Rae (02476 675836 / linsey.rae@allsoulsschool.co.uk)

You may also wish to discuss in-year applications with the local authority, Coventry City Council (02476 975445 / primaryadmissions@coventry.gov.uk)