



St Hubert's R.C. Primary School

Believe to Achieve: Love God, Love Learning, Love One Another.

In-Year Admissions – Information for Parents

Hallfield Road, Great Harwood, Blackburn, Lancashire, BB6 7SN

Telephone: 01254 885778

What is an in-year admission?

An **in-year admission** is an application for a school place made during the school year, rather than for the normal Reception intake.

At St Hubert's, in-year admissions are managed directly by the school. The **Governing Body is the Admission Authority** and is responsible for decisions about school places.

1. Application Process

How to apply

Parents/carers wishing to apply for an in-year place at St Hubert's should:

1. **Contact the school** to discuss your request and, where possible, arrange a visit.
2. **Complete the St Hubert's In-Year Admission Application Form.**
3. **Complete the Supplementary Faith Information Form**, where applicable, if you wish your child to be considered under the school's Catholic faith oversubscription criteria.
4. Provide any supporting documentation requested by the school, such as a **baptismal certificate** or evidence relating to exceptional medical or social needs.
5. Return the completed application form and any supporting documentation to the school.

How places are allocated

The number of places available in each year group depends on the number of children already on roll and statutory class-size requirements.

Where there are more applications than available places, applications will be considered in accordance with the school's published **oversubscription criteria**, as set out in the St Hubert's Admissions Policy.

2. What happens after you apply?

Once we receive your completed application, the school will consider whether a place is available in the relevant year group.

In line with Lancashire County Council guidance, parents should normally expect to receive an outcome within approximately **15 school days** of the application being received. This does not include weekends or school holidays.

We will contact you to confirm the outcome of your application and provide details of the next steps.

Headteacher: Mrs J Livesey

Hallfield Road, Great Harwood, Blackburn, Lancashire BB6 7SN

Telephone: 01254 885778 E-mail: bursar@sthuberts.org.uk www.sthuberts.org.uk





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If a place is available

We will contact you to confirm the offer and discuss the arrangements for your child's admission, including their proposed start date.

If a place is not available

If we are unable to offer your child a place, we will contact you to explain the decision and provide information about your right to appeal.

You have a legal right to appeal a refusal of a school place to an independent Admissions Appeal Panel. Lancashire County Council administers the appeals process on behalf of St Hubert's.

Further information about the appeals process, including the appeal form and guidance, is available from:

[Lancashire County Council – Appeal for a School Place](#)

Please note: submitting an appeal does not guarantee that a place will become available. The independent appeal panel will make the decision on the appeal, and its decision is binding on the admission authority, subject to the relevant statutory provisions.

Supplementary Faith Information

St Hubert's is a **Roman Catholic Voluntary Aided School**.

Parents/carers who wish their application to be considered against the school's Catholic faith criteria should complete the **Supplementary Faith Information Form**.

Applicants who are Roman Catholic may be required to provide evidence of baptism. The school's admissions policy explains the faith criteria and the evidence required.

If your child currently attends another school, they should continue to attend that school until arrangements for admission to St Hubert's have been confirmed.

Contacting the School

If you have any questions about applying for an in-year place, please contact:

St Hubert's Roman Catholic Primary School

Hallfield Road
Great Harwood
Blackburn
Lancashire
BB6 7SN

Telephone: 01254 885778

Email: bursar@sthuberts.org.uk

We recommend that families contact the school before making an application if they would like to discuss the admissions process or arrange a visit.

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