



## **IN-YEAR ADMISSION INFORMATION FROM RECEPTION TO YEAR 6**



Please contact Mrs Samantha Neal, the Admissions Officer at the school for further guidance regarding In-Year applications.

### **IN YEAR ADMISSIONS**

All applications for pupils from current Reception to Year 6 should be made directly to school to be considered by our Admissions Panel.

The Governors require the submission of a Supplementary Information Form (SIF). The SIF is an online form as follows

<https://ourladyoflourdesrcprimary.applica.com/inyearform>.

Once completed the following supporting evidence should be brought into school for copies to be added to your application

- Your child's birth certificate
- Parental proof of address
- Your child's baptismal certificate (if applicable)

Please note that the ORIGINALS of the above must be brought to school for checking. We cannot accept photocopies or scans sent by email.

**Reception applications are considered "in-year" applications from 1<sup>st</sup> September of the year of admission and will be administered by the school directly from this date.**

If you have any school specific queries relating to Primary Admissions, please contact Mrs Neal, the Admissions' Officer, telephone number 020 8989 9521 or email [admissions@ourladyoflourdes.redbridge.sch.uk](mailto:admissions@ourladyoflourdes.redbridge.sch.uk)