



## **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 need to be made online to Redbridge Council Admissions as follows

<https://www.redbridge.gov.uk/schools/admissions-during-the-school-year/>

They can be contacted on

[admissions@redbridge.gov.uk](mailto:admissions@redbridge.gov.uk)

As Our Lady of Lourdes RC Primary School is an Academy School within The Good Shepherd Catholic Trust, the Governors require a Supplementary Information Form (SIF).

This form is an online form and should be submitted as follows

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

Once completed the following supporting evidence should be presented to the school office for copies to be added to your application

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

If you are attending a non-Catholic Christian church, please also complete the In-Year Supplementary Information form which can be found on our website and ask your priest to sign the form.

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

If you have any queries regarding the Local Authority application please contact Redbridge Admissions as above, or your own Local Authority Admission team.

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)