

## IN-YEAR ADMISSIONS – FREQUENTLY ASKED QUESTIONS

### **How do I apply?**

Applications need to be made direct to the school using the form available on the website or from the school office. If you have questions or need assistance with completing the form, please contact the school office by email to [admissions@rosendale.cc](mailto:admissions@rosendale.cc) or telephone 020 8670 4962.

### **Is my previous application still valid?**

No. In-Year applications made in previous academic years do not carry forward to 2021-22. If you have applied before and were unsuccessful in gaining a place at Rosendale Primary School, you will need to submit a new In-Year application for the 2021-22 academic year.

### **When will I receive a reply?**

You will receive a formal response within 15 school days.

### **The waiting list**

#### ***How do I place my application on the waiting list?***

If we are unable to offer you a school place, your application will be automatically added to the waiting list for the year group applied to and you will be notified by Rosendale Primary School. You will also be notified of details about the right to appeal.

#### ***How long does my application remain on the waiting list?***

Your application will remain on the waiting list for the remainder of the 2021-22 academic year (until August 2022).

#### ***What is my position on the waiting list?***

We are not able to provide waiting list positions for In-Year applications. New applications are being added throughout the year and it is not feasible to maintain the waiting list in order. If a place becomes available, the applications on the waiting list for that year group are sorted in order of our Admissions Criteria at that specific point in time and offers are made in that order. See our Admissions Policy for details of the criteria.

### **How are offers made?**

If a place becomes available, the applications on the waiting list for that year group are sorted in order of our Admissions Criteria at that specific point in time and offers are made in that order. See our Admissions Policy for details of the criteria. If we are able to make you an offer, the school office will make direct contact with you by telephone or email.

### **Can I visit the school before applying?**

Due to the number of applications received and the limited number of places offered, it is not possible to arrange visits for prospective In-Year applicants. If, however, you were to be offered a school place, we would be happy to arrange a visit at that point in time before you make a decision as to whether you wished to accept the school place. In the interim, we recommend looking at the information on the school website and Twitter feed which will give you more information about the school and latest news.

### **How do I amend my application?**

If you need to amend or add to an application that you have already submitted, please contact the school office either by email or telephone. Please remember to include your child's full name and date of birth in all correspondence. Please do not submit further applications.

### **How do I contact Admissions?**

If you have any further questions, or wish to provide additional information for your application, please contact the school office by email to [admissions@rosendale.cc](mailto:admissions@rosendale.cc) or telephone 020 8670 4962.

Please remember to include your child's full name and date of birth in your message.

We aim to respond to messages within 24 hours (Monday to Friday, term time only), however during busy periods there may be a delay.