



Melling St Wilfrid CE Primary School

For the Love of Learning, Friendship and Faith

Applying for place at our school during the school year (InYear Admissions)

In Year Admissions are admissions to school that take place outside the normal admissions rounds (ie Reception and Year 7)

If you are new to the area and require a school place or if you already reside in the area and you want to move your child from their current local school to our school, your application should be made directly to our school and the child will be admitted where there are available places.

To apply for a place, complete our In Year Admissions form, and return to:

busar@melling.lancs.sch.uk

If you would like your application to be considered under our faith criteria, in addition to the In Year Admissions form, please also complete a church reference form. Copies of both forms are available in the Admissions section of our website or from the school office.

If you have any questions in relation to in year admissions, please contact us either by email at

bursar@melling.lancs.sch.uk

015242 21538

You may ring the school office to confirm that the form and accompanying evidence

has been received. Your application will be acknowledged upon receipt and we will advise you of the outcome within a maximum of 15 school days.

Where places are available, but if we have more applications than places, the published oversubscription criteria will be applied, to ensure the correct child/children are offered the places.

If there are no places available, the child will be added to the waiting list and you have the right of appeal.

Please see below for appeal information. Please note, that the waiting list does NOT guarantee a place at our school and if your child is currently not in education you should either make an appeal to our school and/or apply for a place at an alternative school.

