Dear Parent/Carer,

**Appeal Information for In-Year Applications**

In order to apply for a place at St Barnabas, you will need to complete an In Year Transfer Form, which can be collected from the School Office or downloaded from our website. Once completed, return your application form along with proof of address as specified on the form and birth certificate or passport. You will then be considered for a place in our school in line with our admissions criteria and current available places.

In the event that the year group you have applied has no available places we will add your child to our waiting list. We will write out to you every year in Autumn to confirm whether you wish for your child to remain on our waiting list. If at any point you would like us to remove your child’s name from our waiting list please inform us in writing to the address. We update our waiting lists on regular basis and ask you to please be aware that your child’s place may alter depending on new applications received.

If a place in your chosen year group becomes available for your child we will telephone you to offer a place and confirm this in writing. For this reason, we ask that if you change address or telephone number to advise us immediately so that you can be easily contacted should a place become available.

Parents who wish to appeal against the decision of the Governors to refuse their child a place on the school may appeal in writing to the Chair of Governors. Appeal forms are available from the school website. Appeals will be heard by an independent panel.

Thank you for your interest in applying for a place at St Barnabas. For further information about admissions or appeals, please consult our Admissions Policy which can be found on our school website.

Yours sincerely

Mrs C Cowlard
Executive Headteacher

"Through our Christian ethos and the values we hold dear, we are creating roots to grow and wings to fly"