

## **In-Year Applications**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. An application should be made to the school by completing the in-year admissions application form ([In-year application form](#)) and returning it to [school.admissions@southtyneside.gov.uk](mailto:school.admissions@southtyneside.gov.uk) Or, post your completed form to: School Admissions team, Town Hall and Civic Offices, Westoe Road, South Shields, NE33 2RL. We recommend sending by recorded delivery so that you have proof of postage.

If you need a hard copy of the application form, contact the School Admissions team on 0191 424 7767 or 0191 424 7706.

Further information can be found on the South Tyneside admissions website using the following link:

<https://www.southtyneside.gov.uk/article/60346/Moving-school-in-year-admissions->

Or by contacting school at St.Bede's Catholic Primary School, Claypath Lane, South Shields, Tyne & Wear, NE33 4PG on 0191 456 0108 or by email to [info@st-bedes.s-tyneside.sch.uk](mailto:info@st-bedes.s-tyneside.sch.uk)

Where there are places available but more applications than places, the published oversubscription criteria, as set out in the admission arrangements for 2022-23, will be applied. ([Admissions policy 2022 - 23](#)) Parents are advised to read the admission arrangements carefully before making their application.

If there are no places available, the child will be added to the waiting list. Please see the admission arrangements for more details.

You will be advised of the outcome of your application in writing as soon as possible. Applicants must be informed of the outcome of their application within 15 school days of receipt, but the aim is to notify applicants of the outcome of their application within 10 school days of receipt.

You have the right to appeal to an independent appeal panel if your application is unsuccessful.

If you have any questions in relation to in-year admissions please contact Acting Headteacher: Mrs Carol Devine at St.Bede's Catholic Primary School, Claypath Lane, South Shields, Tyne & Wear, NE33 4PG on 0191 456 0108 or by email to [info@st-bedes.s-tyneside.sch.uk](mailto:info@st-bedes.s-tyneside.sch.uk)

You may also wish to discuss in-year applications with the local authority <https://www.southtyneside.gov.uk/article/36364/School-admissions>