



In-Year Applications Statement 2023-2024

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 Derbyshire County Council by completing the [LA Common Application Form](#) and following the instructions on the LA website. If applying for a place on faith grounds you will also need to complete a [Supplementary Information Form](#) and **return this to:**

Saint John Houghton Catholic Voluntary Academy

Abbot Road

Kirk Hallam

Ilkeston

DE7 4HX

Or by email to schooloffice@sjh.srscmat.co.uk

Where there are places available but more applications than places, the published oversubscription criteria, as set out in the [Admission Arrangements for 2023-2024](#), will be applied. 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 Mrs Perrin, Office Manager, by calling 0115 932 2896 or email: schooloffice@sjh.srscmat.co.uk

You may also wish to discuss in-year applications with the local authority, Derbyshire County Council, tel: 01629 533 190.