



ENGLISH MARTYRS'

CATHOLIC VOLUNTARY ACADEMY

## ADMISSION POLICY AND PROCEDURES

### THE ADMISSIONS PROCEDURE

The Saint Robert Lawrence Academy Trust invite applications from parents of children approaching school age that is children whose 5<sup>th</sup> birthday is on or between 1<sup>st</sup> September 2012 and 31<sup>st</sup> August 2013. Children will be admitted into school in September.

#### From 16<sup>th</sup> November 2016

School brochure and supplementary form sent to all families on the waiting list held by the school

**Derbyshire applicants:** This applies to children living in Derbyshire i.e. NG10 postcodes  
Parents to apply for a school place either online, by telephone or by post

**Online:** [www.derbyshire.gov.uk/admissions](http://www.derbyshire.gov.uk/admissions) applications open Monday 14th November 2016

**Telephone:** Call Derbyshire tel: 01629 533190

**Nottinghamshire applicants:** This applies to children living in Nottinghamshire i.e. NG9 postcodes

Parents to apply for a school place either online, by telephone or by post

**Online:** : [www.nottinghamshire.gov.uk/admissions](http://www.nottinghamshire.gov.uk/admissions) applications open Monday 7th November 2016

**Telephone:** 0300 5008080

**Post:** Request a paper form from Nottinghamshire County Council (details as above)

#### **All applicants:**

**Must also complete and return the supplementary form and send it with a copy of the Baptismal Certificate directly to English Martyrs' Academy**

**Closing date for applications: Midnight 15<sup>th</sup> January 2017**

#### **16<sup>th</sup> January 2017 onwards**

Any application received after this date will be considered as late and will not be ranked according to the admissions criteria

#### **National Offer Day 18<sup>th</sup> April 2017**

If you have applied online you will be able to log back on to the website and see the result. You will also receive an email about your place. If you have not given an email address you will be notified by letter, posted second class on offer day