

In-year Admissions Guidance 2026-27



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 which is available on our website at [In Year Application Form](#) and the [Supplementary Information Form](#). A hard copy of the application form can be obtained by contacting the school office at 01543 227200 or office@st-joseph-st-theresa.staffs.sch.uk

Completed application forms must be and returned to Miss Palmer at St Joseph & St Theresa Catholic Primary School, High Street, Chasetown, Staffs, WS7 3XL or office@st-joseph-st-theresa.staffs.sch.uk

Where there are places available but more applications than places, the published oversubscription criteria, as set out in the admission arrangements for 2026-27, will be applied. The full admission arrangements can be accessed from [Admissions Policy 2026-27](#) or by contacting the school office to request a hard copy. 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 and further information relating to this will be included in the letter sent from the school advising you of the outcome of your application. 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 its receipt, but the aim is to notify applicants of the outcome of their application within 10 school days of its 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 Miss Palmer, in the school office on 01543 227220 or office@st-joseph-st-theresa.staffs.sch.uk

You may also wish to discuss in-year applications with the local authority:

Staffordshire County Council
admissions@staffordshire.gov.uk

0300 111 8007 (select the option for 'School Admissions and Transport')

School Admissions and Transport Service
Staffordshire County Council
1 Staffordshire Place
Stafford
ST16 2DH