



# St Bede's Catholic College

## In Year Application Procedure

The Academy Trust is the Admissions Authority and has delegated responsibility for admissions to the Governing Body and is the only body who can offer places at St Bede's Catholic College. For applications outside the normal admissions round for Year 7, and applications for years 8 -11, whether in year or at the start of a school year, a parent or carer should contact the St Bede's Catholic College Admissions Secretary either by email [contact@stbcc.org](mailto:contact@stbcc.org) or by phone 0117 3772200.

In Year applications can be made by completing an In Year Application form which can be found on the St Bede's Catholic College website and submitted along with any relevant supporting documents such as a Baptismal Certificate or First Holy Communion Certificate to the Admissions Secretary.

The admissions team aim to notify applicants within 15 working days of the outcome of their application.

If an application is unsuccessful, applicants may be placed on a waiting list according to the criteria for over subscription which can be found in the [Admissions Policy](#). Applicants also have the right to appeal the decision.

### **In Year Admission Appeals**

Appellants have 20 school days from the date of notification that their application is unsuccessful to prepare and lodge their written appeal. An Appeal form will be included with any notification letter. The Appeals are heard by an independent appeals panel organised by Bristol City Council.