



St Anne's Catholic School Admission to Year 7 and In Year Applications

Dear Parent,

Please find below a summary of frequently asked questions in relation to admission to year 7 in September and also for In-Year applications (Applications to the school after the start of year 7).

Who got a place this year in year 7?

This information is published by the Local Authority and can be found here: [this link will be added once it is published by the Local Authority.](#)

[If your daughter was not offered a place:](#)

Where is my daughter on the waiting list?

The waiting list for year 7 will become available to schools from approximately mid-April. We will then be able to tell you where your daughter is on the list.

If you have applied for an In Year application, the Local Authority will process your application and send this to our school. You will receive a waiting list letter if a place is not available. Once you have received this letter you can then contact us and we can let you know what position your daughter is.

Please do not call us too frequently to see if she has moved up the list. There are many people who call and only a very small team who deal with applications. Please wait at least two weeks before you call again.

Why has my daughter moved down the waiting list?

Late applicants are added to the waiting list. If they are a higher category (as described in our admissions policy) they will be placed higher up the list. This is not our decision; it is a legal requirement.

What can I do to move my daughter up the waiting list?

If you have evidence that your daughter should be in a higher category that you have not yet given us e.g. she is a member of another faith or she is a member of a church (as described in our policy) you please provide this. We will then update your daughter's category and change her position in the waiting list.

We only want her to come to St Anne's. My daughter is crying. What can I do?

Unfortunately, we cannot always offer a place to all applicants. We know that this can be disappointing especially if your daughter has seen the online open events or visited the school and has got very excited. Our advice is that you remain positive with your daughter. Remind her of all the excellent things about the school she has been offered and how it is an exciting new beginning. If you are positive, she will be too.

Why have you refused my daughter?

We have not refused any applications. We have a limited number of places that we can offer and all other applications remain on a waiting list.

Can I appeal?

Yes. You have the right to appeal. You should lodge the appeal directly online [.http://www.southampton.gov.uk/schoolappeals](http://www.southampton.gov.uk/schoolappeals)

Can you help me with my appeal? What should I write?

We cannot help you with your appeal. You need to complete the form and give your reasons for appeal and any relevant evidence.

I have been offered a place at another school. Should I accept it on the portal?

Our advice is that you accept the school place. Accepting a school place will not have a negative impact on an appeal if you choose to appeal and it will not affect where your daughter is on the waiting list.

If your daughter was offered a place and will be joining year 7 in September:

I have twin girls who have both been offered a place. Will they be in the same tutor group or the same classes?

Please contact our admissions officer admissions@st-annes.uk.com to discuss your preferences. We do not have a blanket policy and treat each situation on a case by case basis.

There are only a few people coming from my daughter's school. Can you arrange an extra visit for her?

We have extra transition events for all girls who are the only one, or one of a handful, coming from a primary school. We will be in touch with an invitation to this. It's always a really lovely day.

When will I get a letter and joining info from you?

In April and you will get an admission pack which includes information about Transition Day.

When will my daughter come to school for Transition Day?

We will contact you about this on the email address that you used to apply for a school place for your daughter. If you need to change this address please email admissions@st-annes.uk.com with your daughter's full name please from the new address notifying us of the change.

I am a teacher in your school. Will I have to teach my daughter or have her in my tutor group?

We cannot say never! Please do speak to your Head of Department/HoY and they will accommodate where possible, but we cannot make any guarantees.

My daughter is very anxious and needs extra help with transition. What should I do?

Please contact Mrs Langford Fiona.langford@st-annes.uk.com to discuss your daughter's needs.

My daughter has a SEN and needs extra help with transition. What should I do?

Please contact info@st-annes.uk.com and this will be passed to our SENCO.

If your daughter was offered a place but will not be joining us:

We are moving so our daughter cannot attend. What do we do?

It's really important that you contact the local authority (Southampton Council or Hampshire County Council) as soon as possible. Telling her primary school is not enough. Each year, we have children

who tell their primary school that they are moving abroad or out of area but the family do not inform us, resulting in them keeping their school place and stopping an offer being made to someone else.

My daughter has been offered a scholarship at another school so she will not be joining you in September. What do we do?

Congratulations! It's really important that you contact the local authority (Southampton Council or Hampshire County Council) as soon as possible. Telling their primary school is not enough (see previous response).

Other questions:

I don't know what to do on the portal. Can you help.

Sorry, no! We do not have access to the portal and we can't see it in the same way that parents can. You need to contact your local authority e.g Southampton Council or Hampshire County Council.

We have moved house. Do we need to tell you?

Yes!

- ➔ If your daughter has been offered a place at St Anne's you need to tell us and the local authority e.g Southampton Council or Hampshire County Council.
- ➔ If your daughter is on our waiting list you need to tell us (so that we are aware) and need to tell the local authority e.g Southampton Council or Hampshire County Council. This is so that they can send you all the necessary information. You will need to provide substantive proof of an address change e.g. Council Tax statement if you wish for the address to be updated for the calculations of distance for the waiting list. You need to deal directly with the local authority. It is not the school's role to accept or reject proof of address.