



## **In-Year Admissions**

### **Children without a school place**

If you have recently moved into the borough of Wandsworth and require a school place for a child you will need to complete Wandsworth Council's application form for in-year admission. Parents and carers should contact Wandsworth Pupil Services to find out the availability of places in the schools in Wandsworth, and to obtain an application form to apply to three schools. Alternatively you can apply to Saint Cecilia's directly using this [form](#).

### **Children who already have a school place**

If your child already has a school place in the area, but you want them to transfer to a different school, you should discuss this with the headteacher of their current school before making an application. Problems at school can often be sorted out without the need to change schools.

If a change of school is necessary, you can request a transfer form from your local authority. You can also apply directly to Saint Cecilia's using this [form](#). The move should take place at the beginning of a term or half term, wherever possible. Parents and carers may not legally withdraw their child from school unless they have arranged a place in another school or made alternative arrangements for their child to receive full-time education.

## **How to contact your local authority**

Wandsworth Pupil Services

Tel: 020 8871 7316

Email: [admissions@wandsworth.gov.uk](mailto:admissions@wandsworth.gov.uk)

London Borough of Merton

Tel: 020 8545 4906

Email: [admissions@merton.gov.uk](mailto:admissions@merton.gov.uk)

London Borough of Lambeth

Tel: 020 7926 9503

London Borough of Croydon

Tel: 020 8726 6400

London Borough of Kingston upon Thames

Tel: 020 8547 4610

The local authorities will inform Saint Cecilia's Church of England School of new applicants, who will be added to the waiting list for the year they are applying. Should you wish to contact us directly, please send this [form](#) to [admissions@saintcecilias.london](mailto:admissions@saintcecilias.london).