



Eccleston St Mary's

Church of England Primary School

Headteacher: Mrs J Birchall



Eccleston St. Mary's CE Primary School

In-year Admissions Policy 2025-26

The school is the Admissions Authority for all in-year admissions. Whereas the local authority (Lancashire) administers all routine admissions (ie for places in Reception Class starting on 1st September each year), any applications for places at other times are dealt with directly by the school.

Should you wish to apply for a place for your child to start at Eccleston St. Mary's 'in-year', please follow the guidance below.

1. Contact school by phone or email to discuss your situation.
2. Complete the application form provided.
3. Return the application form to
bursar@st-marys-eccleston.lancs.sch.uk
4. School will notify you of the outcome of your application as soon as possible but no later than 15 days after receipt of your application.
5. You have a right to appeal and may do so by writing to the clerk to the governors within 15 days of receipt of the outcome of your application.

A hard copy of this information is available on request from the school office.