

1st October 2018

Dear Parent/Guardian,

Re. Reception Class Admissions September 2019

Thank you for expressing an interest in applying for a Reception Class place at St Mary's Catholic Primary School, Chiswick, starting September 2019.

Please note that our admissions arrangements for 2019-20 were revised in July 2018. The 12-month rule for baptism has been removed as a result of a mandatory instruction from the Diocese of Westminster. We would ask you to read the 2019-20 Arrangements before you make your application to the school.

Full details on how to apply can be found in the 'Starting School in Hounslow' brochure, which is available at www.hounslow.gov.uk/admissions. We would advise you to read this brochure fully before making your application.

Firstly, you **must** complete an **online** Common Application Form (CAF). You will find this on the website of the local authority where your child lives. Please note that **only** Hounslow residents can apply online at www.hounslow.gov.uk/admissions. If your child lives in another borough, you must complete that local authority's CAF. All **online applications** must be submitted by the closing date of **Tuesday 15th January 2019**.

Secondly, you need to complete the following documents, which may be downloaded from our Admissions homepage:

- St Mary's Supplementary Information Form 2019-20
- The Certificate of Catholic Practice (CCP) form

Parents wishing to apply under criteria A2 or A3, should fill in the top part of the CCP form with their details and take the form to their Parish Priest (or the Priest at the Parish where they normally worship) for signature.

The St Mary's Supplementary Information Form and all other supporting documentation detailed in the following table, must be **handed in** to the **St Mary's school office**, together with original documentation, where requested, by the closing date of **Friday 11th January 2019**.



Governors on the Admissions Panel are only able to consider applications based on the documentation before them.

Once you have completed your online application, you need to submit the following documentation **to the school, by the closing date.**

<p>St Mary's Supplementary Information Form 2019-20</p>	<p>Original Baptism Certificate.</p> <p>If the original Baptism certificate is not in English, you must provide us with an English translation.</p>
<p>Any other documentation if claiming exceptional social, medical or pastoral circumstances i.e. a statement from an appropriate professional such as a social worker, doctor or Priest.</p>	<p>The Certificate of Catholic Practice form.</p> <p>Note: it is the Applicant's responsibility to ensure that, once completed by the Priest, the form arrives at the school by the closing date.</p>

Please ensure you have provided the correct documents to support your application.

Reception applications may be handed in directly to the school between 9.15am and 10am, Monday to Friday during term time, at which times the School Administrator will be available to photocopy and return original documents. A receipt will be given if requested but is only a receipt for the return of the documents received and not in any way an acknowledgement that an application is complete. Please note that the school is unable to post back any original documents and you should arrange where necessary to collect them in person, at the times stated above.

If you would like to arrange a tour of the school, please contact the school office. If you need any further information or have any questions please do not hesitate to contact the school office.

