

1st September 2018

Dear Parent/Guardian,

Re. In-Year Admissions 2018-19 – St Mary’s Catholic Primary School, Chiswick

Thank you for expressing an interest in applying for a place for your child at St Mary’s Catholic Primary School. The information below relates to applicants who wish to be considered for an **in-year school place** in any of our year groups. If you are applying for a school place in either Reception or Nursery for September 2019, please return to the Admissions homepage to access the relevant documentation.

In-year applications are made directly to the school. It is essential that you read the Admissions Arrangements 2018-19 before making your application.

Parents applying under criteria A2 or A3, must provide the school with a Certificate of Catholic Practice. You should fill in the top part of the CCP form with your details and take the form to your Parish Priest (or the Priest at the Parish where you normally worship) for signature. This form should be submitted at the time of application.

The St Mary’s Supplementary Information Form 2018-19 and all other supporting documentation referred to in the table below, must be **handed** into **St Mary’s school office**, together with original documentation, where requested as soon as possible.

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



<ul style="list-style-type: none"> • St Mary's Supplementary Information Form 2018-19 • A current Council Tax bill 	<ul style="list-style-type: none"> • Original Baptism Certificate <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>	<ul style="list-style-type: none"> • The Certificate of Catholic Practice form

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

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 wish to visit the school, you should phone the school office to arrange a tour.

If you need any further information or have any questions please do not hesitate to contact the school office.

