



# St. Mary's Catholic Primary School

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Dear Parent/Guardian,

## Re. Reception Class Admissions September 2021

Thank you for expressing an interest in applying for a Reception Class place at St Mary's Catholic Primary School, Chiswick, starting September 2021.

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](http://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](http://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 **Friday 15<sup>th</sup> January 2021**.

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

- St Mary's Supplementary Information Form 2021-2022
- The Certificate of Catholic Practice (CCP) form (must be collected from the Church where you practice).

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 **Monday 11<sup>th</sup> January 2021**.

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 Monday 11<sup>th</sup> January 2021**.

<p>St Mary's Supplementary Information Form 2021-2022</p>	<p><b>Original</b> Baptism Certificate. If the original Baptism certificate is not in English, <b>you must provide us with an English translation.</b></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. <b>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.</b></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 10.00 am, 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 need any further information or have any questions please do not hesitate to contact the school office.

Yours sincerely,



Miss J Harte  
Executive Headteacher