

## Saint Mary's Catholic Primary School



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25<sup>th</sup> January 2017

Dear Parents,

### **Admission to Nursery September 2017**

We are now accepting applications for Nursery for September 2017. There are a number of very important things you need to do immediately as well as noting dates and procedures for the future. We have tried to make things as clear as possible but if you are unsure about anything then please do not hesitate to contact the school. The timetable and information you need is outlined below.

- We intend to take 26 children into Nursery in September 2017
- There are new criteria for 2017 admissions which have been ratified by the Local Education Authority and the Diocese of Westminster. A copy of the Criteria is enclosed for you to keep (*additional copies may be obtained from the school*). **Please read this carefully as Governors will follow this strictly when making decisions on offers of places.** If you do not understand any of the points please contact the school for clarification. Priority for places, if oversubscribed, will be given to those children who are highest on the list of criteria and whose priest indicates on the Certificate of Catholic Practice that the child is a member of a practising Catholic family. Maps of the parish boundaries are attached.
- Any parent who wishes to view the Nursery may do so on **Wednesday 8<sup>th</sup> March** between **9.30 – 10.30am**.
- Complete the enclosed school Supplementary Information Form for Admission to Nursery Class.
- Complete the Certificate of Catholic Practice and ask your Parish Priest to sign and stamp the form. *Additional copies are available on the Westminster Diocese website [www.rcdow.org.uk](http://www.rcdow.org.uk).*
- Complete the enclosed yellow London Borough of Hounslow Application Form

**All** these forms should then be returned to the school together with:-

- a copy of your child's Birth and Baptism Certificates
- and to verify your residency, a copy of your most recent Council Tax bill (which should be in the applicant's name) i.e. 2016/17 or 2017/18 when issued. If you are unable to provide a copy of the Council Tax bill because it is

not in your name, please provide 3 other documents confirming you reside at the address.

- Offers of places will be sent to arrive on **Wednesday 24<sup>th</sup> May 2017**.
- Acceptance of places offered must be received by the school by **Tuesday 6<sup>th</sup> June 2017**. Any places not accepted by this date will be offered to those families placed on a list in order of priority.
- If you do not get offered a place you do not have the right to Appeal as Nursery is not statutory school age.
- **Admission to the Nursery does not ensure admission to Reception class when a separate application must be made.**

Please return the following documents:-

- **Supplementary Information Form**
- **Certificate of Catholic Practice**
- **LBH Application Form**
- **Birth & Baptism Certificates**
- **Council Tax Bill 2016/17 or 2017/18**
- **Evidence from a recognised body (i.e. Social Worker, Doctor, Priest) *where appropriate***

**BY FRIDAY 5<sup>TH</sup> MAY 2017**

***Forms received after this date will not be considered at this time***

Yours sincerely,



**Mr. F. Marsh**  
**Headteacher**