St. Joseph’s Catholic Infant School was founded by the Catholic Church to provide education for children of Catholic families. As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school’s activity. It is essential that the Catholic character of the school’s education is fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

The Published Admissions Number (PAN) for the Nursery classes at St Joseph’s Infant School is 60. The Governing Body has sole responsibility for admissions to this school and intends to admit 60 children on a part time basis in the school year which begins in September 2017. Applications are welcome from families whose child reaches his/her 3rd birthday between 1st September 2017 and 31st August 2018.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the Trust Deed of the Diocese of Westminster. Applications will be ranked using the criteria listed below.

In this Policy applicant refers to the person making an application on behalf of a child; candidate refers to the child on whose behalf the application is being made.

Parents should be aware that securing a Nursery place does not guarantee a place in Reception for the following year.

Parents will be required to re-apply for a Reception place.

OVERSUBSCRIPTION CRITERIA

Where there are more applications than the number of places available, places will be offered according to the following order of priority:

1. Catholic looked after children and Catholic children who have been adopted (or made subject to child arrangements orders or special guardianship orders) immediately following having been looked after.

2. Baptised Catholic children who are resident in the parishes of St. Joseph’s Wembley and St. Erconwald’s Wembley whose application is supported by a Certificate of Catholic Practice and the child’s baptismal certificate.

3. Other baptised Catholic children, whose application is supported by a Certificate of Catholic Practice and the child’s baptismal certificate.
4. Baptised Catholic children {supported by their baptismal certificate} resident in the parishes of St Joseph’s Wembley and St Erconwald’s Wembley.

5. Other Catholic children {supported by their baptismal certificate}.

6. Other looked after children and children who have been adopted (or made subject to child arrangements orders or special guardianship orders) immediately following having been looked after.

7. Children of Catechumens {resident in the parishes of St Joseph’s Wembley and St Erconwald’s and have either a certificate of enrolment in the catechumenate of the Catholic Church or a letter from the Parish Priest confirming attendance at Masses and active participation in a baptismal course supported by a parish priest} and members of an Eastern Christian church whose application is supported by their parish priest and a baptismal certificate.

8. Applications from children from other Christian churches and whose application is supported by either a baptism certificate or a letter from their minister of religion confirming membership of the faith community.

9. Any other children.

Where the offer of places to all the applicants in any of the categories listed above would lead to oversubscription, the following provisions will be applied in the order identified below:

A. The attendance of a brother or sister, including step children, adopted children, half siblings or those living permanently in the household, at Saint Joseph’s Catholic Infant School at the time of admission.

B. The attendance of a brother or sister, including step children, adopted children half siblings or those living permanently in the household, at St Joseph’s Catholic Junior School at the time of admission.

C. Governors will admit a minimum of 6 places (10%) reserved for applicants from Saint Erconwald’s Parish who have a Certificate of Catholic Practice and who do not have a sibling at either school. These will be allocated using distance measure outlined in tie-break below.

The trend over the last three years has seen an increase in the number of places allocated to Catholic children. As the school is now oversubscribed by Catholic candidates, it is unlikely that applicants who are not Catholics will obtain a place.
TIE BREAK
Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to oversubscription, the places up to the admission number will be offered to those living nearest to the school.

TWINS AND MULTIPLE BIRTHS
Governors will admit twins/triplets/siblings applying for the same academic year, where one child has been offered a place and the other(s) have not. This will most commonly be admitting a second twin and going over the nursery class limit.

FAIR ACCESS
The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round, the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the local authority and the Diocese for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

EDUCATION, HEALTH AND CARE PLANS (EHC)
The admission of pupils with an Education Health and Care Plan (EHC) is dealt with by a completely separate procedure. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHC plan you must contact your local authority SEN officer. Children with this school named in their EHC Plan will be admitted to the school.

CHILDREN EDUCATED OUTSIDE THEIR CHRONOLOGICAL AGE GROUP
Parents may apply for their child to be educated outside his/her chronological age group i.e. a year behind or a year ahead. Application should be made to the Chair of Governors at the time of application and any supporting evidence should be submitted at the same time. Governors will consider each case on its own merits and permission will only be given in exceptional circumstances.

IN-YEAR ADMISSIONS
Applications for In-Year admissions are made in the same way as those made during the normal admissions round. If a place is available and there is no waiting list the child will be admitted. If there is a waiting list, then applications will be ranked by the Governing Body in accordance with the oversubscription criteria. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the Governing Body in the order of the oversubscription criteria and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the Governing Body will decide who is at the top of the list so that an offer can be made.
APPLICATION PROCEDURE

2018 - 2019

You must complete the School’s Supplementary Information Form (SIF). The information on the SIF enables the Governing Body to assess your application fully against the School’s criteria in the event of oversubscription. Please return the SIF (in person or by post) together with all other relevant paperwork required for your application to:

St. Joseph’s Infant School,
Waverley Avenue,
Wembley, Middlesex. HA9 6TA

1. If you do not complete the SIF and return this by January 15th. 2018, the Governing Body will be unable to consider your application fully and it is very unlikely that your child will be offered a place. Applications received after the closing date will be dealt with after the initial allocation process has been completed.

2. **CERTIFICATE OF CATHOLIC PRACTICE**

   Applicants applying under criteria [2 and 3] must submit a Certificate of Catholic Practice by the closing date. This form is available from the parish where you worship or from the diocesan website. It is the parent’s duty to ensure that the Certificate of Catholic Practice is submitted to the school in good time. The priest will only sign this form if he knows you and agrees that you are a practising Catholic family.

The Governing Body will write to you with offers of places on the 16th. April 2018.

**WAITING LIST**

Unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This list will be maintained in order of the oversubscription criteria set out in the Policy and not in the order in which applications are received or added to the list. Names are removed from the list after one year, unless applicants request to remain on the list.

**CHANGE OF DETAILS**

If any of the details on your form changes between the date of application and the receipt of the letter of offer or refusal, you must inform the School immediately. If misleading information is given or allowed to remain on your form, the Governing Body reserves the right to withdraw the place, even if the child has already started at the School.

**NOTES (these notes form part of the oversubscription criteria)**

‘Looked after child’ has the same meaning as in Section 22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents).
‘Adopted’. An adopted child is a child who is adopted under the terms of the Adoption and Children Act 2002 s.46 (adoption orders).

‘Child Arrangements Order’. A child arrangements order is an order under the terms of the Children Act 1989 s.8 which defines it as an order settling the arrangements to be made as to the person with whom the child is to live.

‘Special Guardianship Order’. A special guardianship order is an order under the terms of the Children Act 1989 s.14A which defines it as an order appointing one or more individuals to be a child’s special guardian(s).

‘Parent’ means the adult or adults with legal responsibility for the child.

‘Sibling’ means brother or sister, to include adopted brothers and sisters, half brothers and sisters or step brothers and sisters. A sibling relationship does not apply when the older child(ren) will leave before the younger one starts.

‘Catholic’ means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a Certificate of Baptism in a Catholic church or a Certificate of Reception into the full communion of the Catholic Church.

‘Certificate of Catholic Practice’ means a certificate given by the family’s parish priest(or the priest in charge of the church where the family practices) in the form laid down by the Bishops’ Conference of England and Wales.

‘Catechumen’ means a child who is a member of the catechumenate of a Catholic Church. This will normally be evidenced by a Certificate of Reception into the Order of Catechumens.

‘Eastern Christian Church’ includes Orthodox Churches, and is normally evidenced by a Certificate of Baptism or Reception from the authorities of that Church.

‘Christian’ for the purposes of this policy, means a member of one of the Churches affiliated to ‘Churches Together in Britain and Ireland’.

‘Resident’ – A child is deemed to be resident at a particular address when he/she resides there for more than 50% of the school week.

Parish Boundaries – for the purposes of this Policy, parish boundaries are shown on the attached map.

‘Distance from school’ means distance as measured by a straight line, from the front door of the child’s residential address (including flats) to a point at the school.
If distances are identical, the Governing Body will draw lots in the presence of an independent witness.
Diocese of Westminster
Catholic Primary Schools
Supplementary Information Form  2018 - 2019

Name and Address of School:
Saint Joseph’s Infant School, Waverley Avenue, Wembley, Middlesex, HA9 6TA

Child’s Details

<table>
<thead>
<tr>
<th>Child’s surname:</th>
<th></th>
<th>Date of Birth:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child’s Christian or other first name:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home Address:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postcode:</td>
<td></td>
<td></td>
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Parent/Carer Details

<table>
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<tr>
<th>1st Parent(s)/Carer(s) name:</th>
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<td>Telephone number:</td>
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<tr>
<td>Alternative contact details:</td>
<td></td>
</tr>
<tr>
<td>Name:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Telephone number:</td>
<td></td>
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</table>

Details of Religion

<table>
<thead>
<tr>
<th>Religion of child:</th>
<th>Catholic</th>
<th>Other Christian</th>
<th>Other faith</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Please tick)</td>
<td></td>
<td>(name of denomination e.g Methodist)</td>
<td></td>
</tr>
<tr>
<td>Catholic Parish you live in:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Church where child was baptised and date of baptism: (baptism certificate required)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Name and position of priest or religious leader supplying Certificate of Catholic Practice (Catholics) or letter confirming membership of their faith community (other Christians) (where appropriate):

<table>
<thead>
<tr>
<th>Names of brothers or sisters at this school:</th>
<th>Name:</th>
<th>Class</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Is your child ‘looked after’ by the Local Authority, adopted having previously been ‘looked after’ or subject to child arrangements* or special guardianship orders? (Please circle your response).
*(immediately following being ‘looked after’)

YES

NO

I confirm that I have read and understood the Admissions Policy and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that should any information I have given prove to be inaccurate that the governors may withdraw any offer of a place even if the child has already started school.

Signed………………………………………                Date…..…………………

Please note:

Where applicable parents can obtain a Certificate of Catholic Practice form from their parish or from the Diocese of Westminster website at:
http://rcdow.org.uk/att/files/education/admissions/certificate%20of%20catholic%20practice%202015.pdf

- Applicants from other Christian denominations may attach a baptism certificate or a letter from their minister confirming membership of their faith community.

Checklist:

Have you enclosed? Copy of baptism certificate (where necessary)

Certificate of Catholic Practice (where applicable)
St. Joseph’s Catholic Infant School was founded by the Catholic Church to provide education for children of Catholic families. As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school’s activity. It is essential that the Catholic character of the school’s education is fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

The Published Admissions Number (PAN) for the Reception classes at St Joseph’s Infant School is 70. The Governing Body has sole responsibility for admissions to this school and intends to admit 70 children in the school year which begins in September 2018. Applications are welcome from families whose child reaches his/her 4th birthday between 1st September 2017 and 31st August 2018.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the Trust Deed of the Diocese of Westminster. Applications will be ranked using the criteria listed below.

In this Policy applicant refers to the person making an application on behalf of a child; candidate refers to the child on whose behalf the application is being made.

*Please note that attendance at the nursery does not give any priority for entry to Reception. All parents must apply for a place in Reception whether or not their child attends the nursery.*

**OVERSUBSCRIPTION CRITERIA**

Where there are more applications than the number of places available, places will be offered according to the following order of priority:

1. Catholic looked after children and Catholic children who have been adopted (or made subject to child arrangements orders or special guardianship orders) immediately following having been looked after.
2. Baptised Catholic children who are resident in the parishes of St. Joseph’s Wembley and St. Erconwald’s Wembley whose application is supported by a Certificate of Catholic Practice and the child’s baptismal certificate.
3. Other baptised Catholic children whose application is supported by a Certificate of Catholic Practice and the child’s baptismal certificate.
4. Baptised Catholic children {supported by their baptismal certificate} resident in the parishes of St Joseph’s Wembley and St Erconwald’s Wembley.
5. Other Catholic children {supported by their baptismal certificate}.
6. Other looked after children and children who have been adopted (or made subject to child arrangements orders or special guardianship orders) immediately following having been looked after.
7. Children of Catechumens {resident in the parishes of St Joseph’s Wembley and St Erconwald’s and have evidence of attendance at Mass and a certificate of entry into the catechumenate of the Catholic Church or a letter from their parish priest confirming attendance} and members of an Eastern Christian church whose application is supported by their religious leader and a baptismal certificate.
8. Applications from children from other Christian churches whose application is supported by a minister of religion.
9. Any other children.

Where the offer of places to all the applicants in any of the categories listed above would lead to oversubscription, the following provisions will be applied in the order identified below:

A. The attendance of a brother or sister, including step children, adopted children, half siblings or those living permanently in the household, at St Joseph’s Catholic Infant School at the time of admission.

B. The attendance of a brother or sister, including step children, adopted children half siblings or those living permanently in the household, at St Joseph’s Catholic Junior School at the time of admission.

C. Governors will admit a minimum of 7 places (10%) reserved for applicants from Saint Erconwald’s Parsh who have a Certificate of Catholic Practice and who do not have a sibling at either school. These will be allocated using distance measure outlined in tie-break below.

**TIE BREAK**
Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to oversubscription, the places up to the admission number will be offered to those living nearest to the school.

Last year St Joseph’s Catholic Infant School was heavily oversubscribed with Catholic applicants.
The allocation of places last year was as follows:

<table>
<thead>
<tr>
<th>Cat</th>
<th>Place allocation Reception 2016-17</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Places offered</td>
</tr>
<tr>
<td>1</td>
<td>Catholic LAC</td>
</tr>
<tr>
<td>2A</td>
<td>Baptised Catholic, PR, In parish, Infant sibling</td>
</tr>
<tr>
<td>2B</td>
<td>Baptised Catholic, PR, In parish, Junior sibling</td>
</tr>
<tr>
<td>2C</td>
<td>Baptised Catholic, PR, In St Erconwald’s, No sibling</td>
</tr>
<tr>
<td>2</td>
<td>Baptised Catholic, PR, In parish,</td>
</tr>
</tbody>
</table>
### No sibling

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3A</td>
<td>Baptised Catholic, PR, Outside parish, Infant sibling</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td>3B</td>
<td>Baptised Catholic, PR, Junior sibling</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td>3</td>
<td>Baptised Catholic, PR, No sibling</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td>4</td>
<td>Baptised, In parish, No PR</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td>5</td>
<td>Baptised, Outside parish, No PR</td>
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<tr>
<td>6</td>
<td>LAC, not baptised Catholic</td>
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<td>-</td>
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<tr>
<td>7</td>
<td>Catuchumens In parish, Eastern Christian with PR and BC</td>
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<td>-</td>
</tr>
<tr>
<td>8</td>
<td>Other Christian children with MOR</td>
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<td>-</td>
</tr>
<tr>
<td>9</td>
<td>Other Christian children</td>
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</tr>
<tr>
<td>10</td>
<td>Any other children</td>
<td>0</td>
<td>-</td>
</tr>
</tbody>
</table>

### TWINS AND MULTIPLE BIRTHS
Governors will admit twins/triplets/siblings applying for the same academic year, where one child has been offered a place and the other(s) have not. This will most commonly be admitting a second twin and going over the infant class limit.

### FAIR ACCESS
The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round, the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the local authority and the Diocese for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

### APPLICATION PROCEDURE

**2018 - 2019**

In order to make an application, you **must** complete a Common Application Form (CAF) from your local authority and return it to them. You **should** also complete the School's Supplementary Information Form (SIF), available on the L.A website, or directly from the school. The Certificate of Catholic Practice form, is available from the school as part of the application pack, or from the diocesan website. The information on the SIF enables the Governing Body to assess your application fully against the School’s criteria in the event of oversubscription. Please return the SIF (in person or by post) together with all other relevant paperwork required for your application to:

*St. Joseph’s Infant School,*  
*Waverley Avenue,*
Wembley, Middlesex. HA9 6TA

If you do not complete both of the forms described above and return it to them by January 15th. 2018 the Governing Body will be unable to consider your application fully and it is very unlikely that your child will be offered a place. Applications received after the closing date will be dealt with after the initial allocation process has been completed.

Notification letters will be sent out by the LA on behalf of the governors on April 16th 2018.

RIGHT OF APPEAL
If you are unsuccessful you may ask us for the reasons for the refusal of a place. These reasons will be related to the oversubscription criteria listed in the Policy and you will have the right of appeal to an independent panel. Appeal applications must be submitted by Friday 25th May 2017.

CHILDREN EDUCATED OUTSIDE THEIR CHRONOLOGICAL AGE GROUP (except Reception applications for summer born children)
Parents may apply for their child to be educated outside his/her chronological age group i.e. a year behind or a year ahead. Application should be made to the Chair of Governors at the time of application and any supporting evidence should be submitted at the same time. Governors will consider each case on its own merits and permission will only be given in exceptional circumstances.

CERTIFICATE OF CATHOLIC PRACTICE
Applicants applying under criteria [2 and 3] must submit a Certificate of Catholic Practice by the closing date. This form is available from your parish or from the diocesan website. It is the parent’s duty to ensure that the Certificate of Catholic Practice is submitted to the school in good time. The priest will only sign this form if he knows you and agrees that you are a practising Catholic family.

WAITING LIST
In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This list will be maintained in order of the oversubscription criteria set out in the Policy and not in the order in which applications are received or added to the list. Names are removed from the list after one year, unless applicants request to remain on the list.

EDUCATION, HEALTH AND CARE PLANS (EHC)
The admission of pupils with an Education Health and Care Plan (EHC) is dealt with by a completely separate procedure. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHC plan you must contact your local authority SEN officer. Children with this school named in their EHC Plan will be admitted to the school.

CHANGE OF DETAILS
If any of the details on either of your forms changes between the date of application and the receipt of the letter of offer or refusal, you must inform the School and the local authority immediately. If misleading information is given or allowed to remain
on either of your forms, the Governing Body reserves the right to withdraw the place, even if the child has already started at the School.

**IN-YEAR ADMISSIONS**
Applications for In-Year admissions are made directly to the school. If a place is available and there is no waiting list the child will be admitted. If there is a waiting list, then applications will be ranked by the Governing Body in accordance with the oversubscription criteria. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the Governing Body in the order of the oversubscription criteria and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the Governing Body will decide who is at the top of the list so that an offer can be made.

**SUMMER BORN CHILDREN**
If a parent wishes his/her summer born child to start school in Reception in the September following his/her 5th birthday i.e. a child born between 1st April – 31st August being admitted to Reception at 5 years of age, they should make the school aware of this by writing a letter to the Chair of Governors at the time of application. Parents must then submit an application in the normal way. This application will be treated in the same way as all other applications and there is no guarantee that an offer will be made.

**NOTES (these notes form part of the oversubscription criteria)**

‘Looked after child’ has the same meaning as in Section 22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents).

‘Adopted’. An adopted child is a child who is adopted under the terms of the Adoption and Children Act 2002 s.46 (adoption orders).

‘Child Arrangements Order’. A child arrangements order is an order under the terms of the Children Act 1989 s.8 which defines it as an order settling the arrangements to be made as to the person with whom the child is to live.

‘Special Guardianship Order’. A special guardianship order is an order under the terms of the Children Act 1989 s.14A which defines it as an order appointing one or more individuals to be a child’s special guardian(s).

‘Parent’ means the adult or adults with legal responsibility for the child.

‘Sibling’ means brother or sister, to include adopted brothers and sisters, half brothers and sisters or step brothers and sisters. A sibling relationship does not apply when the older child(ren) will leave before the younger one starts.

‘Catholic’ means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a Certificate of Baptism in a Catholic church or a Certificate of Reception into the full communion of the Catholic Church.
‘Certificate of Catholic Practice’ means a certificate given by the family’s parish priest (or the priest in charge of the church where the family practices) in the form laid down by the Bishops’ Conference of England and Wales.

‘Catechumen’ means a child who is a member of the catechumenate of a Catholic Church. This will normally be evidenced by a Certificate of Reception into the Order of Catechumens.

‘Eastern Christian Church’ includes Orthodox Churches, and is normally evidenced by a Certificate of Baptism or Reception from the authorities of that Church.

‘Christian’ for the purposes of this policy, means a member of one of the Churches affiliated to ‘Churches Together in Britain and Ireland’.

‘Resident’ – A child is deemed to be resident at a particular address when he/she resides there for more than 50% of the school week.

Parish Boundaries – for the purposes of this Policy, parish boundaries are shown on the attached map.

‘Distance from school’ means distance as measured by a straight line, from the front door of the child’s residential address (including flats) to a point at the school. The school will use the measurements provided by Brent LA Schools Admissions Department. If distances are identical, the Governing Body will draw lots in the presence of an independent witness.
Diocese of Westminster
Catholic Primary Schools
Supplementary Information Form  2018 - 2019

Name and Address of School:
Saint Joseph’s Infant School, Waverley Avenue, Wembley, Middlesex, HA9 6TA

Child’s Details

<table>
<thead>
<tr>
<th>Child’s surname:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Child’s Christian or other first name:</td>
<td></td>
</tr>
<tr>
<td>Home Address:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Date of Birth:</td>
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<td></td>
<td></td>
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<td></td>
<td></td>
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<td></td>
<td>Postcode:</td>
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</tbody>
</table>

Parent/Carer Details

<table>
<thead>
<tr>
<th>1st Parent(s)/Carer(s) name:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Address:</td>
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<tr>
<td>Telephone number:</td>
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<tr>
<td>Alternative contact details:</td>
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<tr>
<td>Address:</td>
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<tr>
<td>Telephone number:</td>
<td></td>
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</tbody>
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Details of Religion

<table>
<thead>
<tr>
<th>Religion of child: (Please tick)</th>
<th>Catholic</th>
<th>Other Christian (name of denomination e.g Methodist)</th>
<th>Other faith</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catholic Parish you live in:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Church where child was baptised and date of baptism: (baptism certificate required)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name and position of priest or religious leader supplying Certificate of Catholic Practice(Catholics) or letter confirming membership of their faith community (other Christians) (where appropriate):</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Names of brothers or sisters at this school:</td>
<td>Name:</td>
<td>Class</td>
<td>Year</td>
</tr>
<tr>
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</tbody>
</table>
Group

Is your child ‘looked after’ by the Local Authority, adopted having previously been ‘looked after’ or subject to child arrangements* or special guardianship orders? (Please circle your response).
*(immediately following being ‘looked after’)

YES

NO

I confirm that I have read and understood the Admissions Policy and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that should any information I have given prove to be inaccurate that the governors may withdraw any offer of a place even if the child has already started school.

Signed………………………………………                Date…………………………

Please note:

• Where applicable parents can obtain a Certificate of Catholic Practice from their parish or from the Diocese of Westminster website at http://rcdow.org.uk/att/files/education/admissions/certificate%20of%20catholic%20practice%202015.pdf

• Applicants from other Christian denominations may attach a letter from their minister confirming membership of their faith community.

• You must complete your local authority’s Common Application Form and return it to the council offices by the closing date, 15th January 2017. If you do not do this you will not be offered a place.

Checklist:

Have you enclosed? Copy of baptism certificate
Certificate of Catholic Practice (where necessary)

Have you completed your local authority’s Common Application form?