



25th September 2017

Dear Parents,

I am grateful to you for having expressed an interest in your child attending our school.

It is essential that you read the information contained in this letter and the Admissions Policy for 2018-19 so that you fully understand the admissions process and, in particular, the over-subscription criteria. All the information you should need is available on our school website

<http://www.st-michaels.surrey.sch.uk/admissions/reception> but please contact the school if we can assist you further in any way.

Open Mornings

I would strongly recommend that you attend one of our Open Mornings to learn more about the school, the admissions process and have a tour led by some of our pupils. We will also have an Admissions Pack with hard copies of the paperwork you will need to make an application if you have been unable to download this from our website.

The Open Mornings will be held on the following dates and we would suggest only parents attend:

- Tuesday, 28th November 2017, 9.30 am
- Thursday, 30th November 2017, 9.30 am

Reception Class Admissions for September 2018

We are a heavily over-subscribed Catholic school. Last year, for example, we were not able to offer places to all of the candidates from baptised, practising Catholic families residing in the two parishes we serve (Saint Michael's, Ashford and St. David's, Stanwell). Whilst we welcome applications for admission from all faiths and no faiths, it is fair to point out that we are usually oversubscribed by Catholic children and so it is very unlikely that a non-Catholic child will be offered a place.

The Governors of the School are now considering applications for admission to the Reception Class of the school for the academic year 2018. The Governing Body intends to admit 60 children.

Application Process

By the **15th January 2018**, applicants:

- **MUST** complete the Surrey on-line Common Application Form (available from 30th October 2017) <http://www.surreycc.gov.uk/schools-and-learning/schools/school-admissions/apply-for-a-school-place>
- **SHOULD** fully complete the school's Supplementary Information Form (SIF) and include all relevant paperwork specified in the SIF and in the notes of proof of residence at the end of the Admissions Policy. The SIF provides essential information needed for the Governors to accurately categorise each candidate.





If applicants do not complete the above forms and return them together with all relevant required paperwork by **15th January**, the Governing Body will have to consider their application as a late application and it is very unlikely that the candidate will be offered a place.

Receipts

We strongly recommend that you complete the SIF and deliver it to the school by hand with the relevant paperwork in good time. You will receive a receipt as proof that you have made your application. If you choose to post your application, a receipt will be posted back to you. The school cannot accept any responsibility for applications that are lost in the post.

I draw your attention to the criteria set out in the Admission Policy to which the Governors will have strict regard when considering applications for admission. It is also important that you indicate on the Surrey Admission Form your preferred choice of school for your child. Please refer to the parish boundary maps and list of roads within the parishes for St. Michael's and St. David's, which are displayed on our website, to confirm if you reside in either of the two parishes. If you are in any doubt, please contact the school. Children outside these parish boundaries will also be considered.

Certificate of Catholic Practice

Only the Certificate of Catholic Practice will be accepted as evidence of Catholic practice.

If you are a parishioner of St Michael's Church, Monsignor Overton will be available on the following days to certify the Certificate of Catholic Practice:

- Tuesday, 5th December, 2.30 p.m. at St Michael's School
- Monday, 11th December, 6.30pm at The Presbytery, St Michael's Church

If you are a parishioner of St David's Church, please contact Father Voytek Przyjalkowski after Mass on Sundays.

For those of you who attend Mass at parishes outside Ashford and Stanwell, you will need to contact your Parish Priest directly to arrange to have the Certificate of Catholic Practice completed.

I hope you have all the information you need to make an application to our school.

Yours Sincerely,

J. Lane

Mr J. Lane

Headteacher, Saint Michael Catholic Primary School & Nursery

Enclosed in Admissions Pack

- **Copy of leaflet from Surrey LEA**
- **Copy of St Michael Catholic Primary School Admission policy 2018-19**
- **Parish Boundary Maps and Lists of Roads**
- **Supplementary Information Form**
- **Certificate of Catholic Practice.**

