

Saint Mary's Catholic Primary School



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Dear Parents,
2019

31st October

Admission to Reception Class September 2020

Thank you for your interest in our lovely school. We hope this letter will help you by giving you information on what you need to do to apply for a place for your child.

Applications for admission to Reception class in September 2020 are co-ordinated by the local authority. The brochure “**Starting School in Hounslow in September 2020**” is available on a PDF on the Hounslow website: <http://www.hounslow.gov.uk/primaryadmissions>. Please refer to this for further information.

The oversubscription criteria for 2020 admissions have been ratified by the Local Authority and the Diocese of Westminster. **Oversubscription criteria only apply if there are more applicants than there are places and this has not been the case in the last 2 years.** A copy of the oversubscription criteria is enclosed for you to keep (additional copies may be obtained from the school or Local Authority). 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. However, in the last 2 years children without Certificates of Catholic Practice have been given places in Reception.

Over the past two years, due to a surplus of places across the Borough, St Mary's Isleworth has been undersubscribed for Reception, which has meant that ALL families who applied were allocated places.

Governors would therefore encourage ALL parents, whose child is due to start in Reception in September 2020 and who want their child to have a Catholic education, to apply for a place at the school.

If you intend to apply for a place at St. Mary's, which is a Voluntary Aided Catholic school, there are a number of very important things you need to do and these are outlined below.

- All applications **must be made online** to your home local authority. If you are a Hounslow resident, go to www.hounslow.gov.uk/Admissions. Hounslow residents who require support with the online system can attend any drop-in session available **every Wednesday from 2nd October 2019** at 6th Floor, Hounslow House, 7 Bath Road TW3 3EB from 10am until 2pm.

With Christ in our hearts we grow in love to help others.

- Complete the enclosed school '**Supplementary Information Form for Admission to Reception Class**'.
- If you are applying under criterion 2 or 3, please ask your Parish Priest to provide you with a **Certificate of Catholic Practice**.

For the Governing Body to consider your application, the completed forms should then be returned to the school by **Wednesday 15th January 2020** together with copies of supporting documents as outlined on the Criteria table. The Governing Body need this evidence to verify under which criteria your application is made. If you are not registered to pay Council Tax, please provide a mortgage statement/tenancy agreement **plus two** other documents:-

- Recent utility bill, credit card statement or driving licence
- Child Benefit/Inland Revenue document (if entitlement applies)
- Pay slip/P45/P60
- Car/House Insurance Certificate

The closing date for receipt of application forms is **Wednesday 15th January 2020**.

- You will be notified of an offer of a Reception place by the Local Authority by email during the evening of **16th April 2020**. If you have been offered your first preference school, you will not receive a letter. You must however accept or decline this offer online by going to www.eadmissions.org.uk and selecting 'view outcome and respond' by 30th April 2020. If you have not been offered your first preference school, the local authority will send you a letter by first class post on 16th April 2020 that will give you more information about the process and what to do next.
- If you do not get offered a place you will have the right of Appeal.
- Once all offered places have been accepted, we will write to all successful applicants in May with details of a new parents' meeting to be held in school.

On the following dates there will be an opportunity for you to visit our school, our facilities, view our current Reception classes and meet our staff :

Monday 18th November 2.00-3.00pm

Tuesday 19th November 9.30-10.30am

Thursday 21st November 9.30-10.30am

If you would like to book a place, please send an email to office@smi.hounslow.sch.uk or call us on 020 8560 7166.

We look forward to seeing you there.

We have tried to make the process clear but please do not hesitate to contact the school if you have any queries.

Yours sincerely,

St Mary's Isleworth Admissions Governors

Criteria	Tick relevant Box	Confirmation of evidence attached
1. Catholic looked after children and previously looked after children		Birth Certificate
		Proof of Address– Council Tax Statement
		Baptism Certificate or letter from Parish Priest
2. Catholic children with a Certificate of Catholic Practice, whose application is supported by a baptism certificate for the child, and the child is resident, at the time of application, within the parishes of: <ul style="list-style-type: none"> • Our Lady of Sorrows & St Bridget's, Isleworth • St Vincent de Paul, Osterley • St Margaret of Scotland, St Margaret's, Twickenham 		Birth Certificate
		Proof of Address– Council Tax Statement
		Baptism Certificate
		Certificate of Catholic Practice
3. Catholic children with a Certificate of Catholic Practice, whose application is supported by a baptism certificate for the child		Birth Certificate
		Proof of Address– Council Tax Statement
		Baptism Certificate
		Certificate of Catholic Practice
4. Catholic children whose application is supported by a baptism certificate for the child		Birth Certificate
		Proof of Address– Council Tax Statement
		Baptism Certificate
5. Other looked after or previously looked after children		Birth Certificate
		Proof of Address– Council Tax Statement
		Relevant Order
6. Children who are Catechumens or members of other Eastern Orthodox Churches, whose application is supported either by a letter from the priest confirming membership of the order of catechumens or a baptism certificate for the child or a certificate of reception from the authorities of that Church		Birth Certificate
		Proof of Address– Council Tax Statement
		Letter of support from Priest OR Baptism Certificate from Eastern Orthodox Church OR Certificate of Reception from authorities of the Church
7. Children of other Christian denominations with a Baptismal Certificate or a Certificate of Dedication, whose application is supported by their Minister		Birth Certificate
		Proof of Address– Council Tax Statement
		Baptism Certificate OR Certificate of Dedication OR Letter from Minister confirming membership of faith community
8. Christians without a Baptismal Certificate or a Certificate of Dedication, whose application is supported by their Minister		Birth Certificate
		Proof of Address– Council Tax Statement
		Letter from Minister confirming membership of faith community
9. Children of other faiths whose application is supported by a letter from a religious leader confirming membership of the faith community		Birth Certificate
		Proof of Address– Council Tax Statement
		Letter from religious leader confirming membership of faith community

10. Any other applicants		Birth Certificate
		Proof of Address– Council Tax Statement