

Our Lady of the Visitation Catholic Primary School

APPLICATION for IN YEAR ADMISSION

Guidance Notes for Parents

We Learn, Love and Grow through Christ

Core Purpose – School Mission Statement

A. Introduction:

1. Responsibility for the admission of pupils to our Catholic maintained school rests with the Governing Body who determine and publish an admissions policy each year. Where there are more applications than places available, the policy states how the places are to be allocated. Parents should read the admissions policy carefully as it may vary from year to year.
2. The bishops expect all Catholic schools to give first priority to Catholic applicants. Catholic schools exist to assist parents in handing on the Catholic faith to their children. So where there are insufficient places for all Catholics, the Governing Body will give priority to children from practising Catholic families. As evidence of practice, parents are required to obtain a priest's reference.
3. The Supplementary Information form (SIF) and the Diocesan Priest's Reference Form are obtainable from the school and the SIF is also obtainable from the LEA offices and from the school website and the LEA website. You can collect the forms from the school or contact the school and ask for them to be sent to you.
4. **Warning:** making a false statement in order to gain entry to the school is immoral as it might deprive another child of a place which is rightfully his or hers. **Making a false statement is a good reason for the school to withdraw any place that has been offered and could leave you without a school place. If a place was gained using misleading information your place will be withdrawn.**

B. How to Apply:

1. The Ealing Common Application Form (CAF) must be completed either online at www.ealing.gov.uk/inyearadmissions or by completing a paper application form which can be obtained by phoning School Admissions on 0208 825 5511. If you do not complete the Ealing Common Application Form, the Governing Body may be unable to consider your application and it is very unlikely that your child will get a place in the school.
2. Our Lady of the Visitation Primary School Supplementary Information Form (SIF) must be completed and returned directly to the Visitation School in person.
3. Please complete all sections of the forms in full using **BLACK** ink and using **CAPITAL LETTERS**. The Governing Body of Our Lady of the Visitation School will not consider incomplete forms.

Our Lady of the Visitation Catholic Primary School Supplementary Information Form:

1. Please ensure all sections are completed. Before the Governing Body can consider your application, parents are required to provide:
 - a) your child's original Baptismal Certificate (original must be seen **and** a photocopy will be taken and attached to your application form)
 - and*
 - b) proof of residence -, you will need to bring along to the school office two documents (not more than three months old) which provide evidence of your name and address, such as a Child Benefit Book, Council Tax Bill, Phone Bill or Electricity Bill. A photocopy will be taken and attached to your application form. The school will not accept responsibility for any documents sent by post.

The school office is open between the hours of 8.00am and 4.00pm each school day. Please remember to bring along your application form that will be needed to indicate that the documentation set out in a. and b. above has been seen.

2. Mark the location of your home with a **RED** cross on the map.
3. If applying as a practising catholic you are advised to complete the two page Diocesan Priest's reference form marked: Part A Your Self-Assessment. This requires you to consider your responsibilities - it will be used by the priest when he completes Part B. All the questions are designed to help the priest give you the most accurate reference possible in the circumstances. So it is important that you give him as much relevant information as you can. Please answer all the questions as fully as possible using the guidance notes accompanying the Diocesan Priest reference form. Please do not forget to fill in each form clearly in capital letters and in black ink. Please note that Part A is **not** returned to the school