



# St George's Catholic Primary Voluntary Academy



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October 2023

Dear Parent(s) / Guardian(s),

## Re: Application for a Reception Class Place at St George's Catholic Primary School for children born between 01 September 2019 and 31 August 2020

The Governing Body of St. George's Catholic School invite you to begin the admissions' application process for your child.

**It is very important that parents are aware that the Governing Body intends to admit up to the school's Published Admission Number of 60 pupils in the Reception class. This is two classes, each of thirty children, the maximum number permitted by law.** Please read the 2024 - 2025 Admission Policy carefully as there have been changes to the over subscription criteria over the last few years. This policy is available on the school website under Key Information, Admissions.

The closing date for receipt of **all** completed Application Forms is **Friday 12<sup>th</sup> January 2024**. It is important that you complete the **Common Application form** (available online at [www.eadmissions.org.uk](http://www.eadmissions.org.uk)) as well as the **Supplementary Information Form** for each Catholic School that you wish to apply to.

Additional supporting evidence is also required with the Supplementary Form: **Baptismal Certificate; Certificate of Catholic Practice** which is available from your parish priest or can be downloaded from the Westminster Diocese <https://education.rcdow.org.uk/wp-content/uploads/2018/08/Diocesan-Admissions-Guidance-2018-final-30-7-18.pdf> and clear evidence confirming your residential status as stated on your application form. This evidence may take the form of any of the following: **Current Council Tax Bill**, copy of **Tenancy Agreement** arranged through a letting estate agent (private/informal letting agreements are not accepted) or a letter from the **Housing Department/Housing Association**. All supplementary information paperwork must be **handed** to the School Office and you will receive acknowledgement of receipt for the documents handed in. **Only fully completed Supplementary Information applications (with accompanying evidence) will be accepted** and should be **handed** into the School Office by **4.00pm on Friday 12<sup>th</sup> January 2024**. Incomplete applications will not be considered in the first round of offers.

It is your responsibility to ensure that you provide the completed Certificate of Catholic Practice Form at the time of application. In accordance with guidance from the Diocese of Westminster, the Governing Body is only able to use information provided by the Priest on the Catholic Practice Form to determine whether a family are *Practising Catholics*. After all offers of acceptance have been sent out to successful applicants, parents must provide the school with a copy of the short birth certificate (or proof of date of birth) in order that we can verify the application has been made for the correct year. Failure to provide this certificate **may** result in the withdrawal of the place offered.

Parents are welcome to come and visit the school for an open morning on **Tuesday 21<sup>st</sup> November at 9.30am**.

Yours sincerely,

**MRS D MONAGHAN**  
(Headteacher)