



St. Helen's Catholic Primary School, Chargeable Lane, London, E13 8DW

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Headteacher: Mrs Gaël Hicks
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GH/MW

1 February 2016

Dear Parent/Carer

Admission to St. Helen's Nursery – Closing date – 4 March 2016

Please find attached the forms needed to apply for a **part time** place for your child in St Helen's Nursery, along with our admissions criteria.

Application Form

This form should be completed fully, signed and returned to the School between **9.15am – 3.00pm**. You must also attach **originals** of the following: -

- ◆ Your child's Baptismal certificate.
- ◆ Your 2015/16 Council Tax Bill, Housing Benefit or Council Tenancy Agreement for the current year.
- ◆ A utility bill dated within 6 months of this application i.e. gas, electricity, water; telephone bill or bank statement.
- ◆ A Certificate of Catholic Practice or a letter of support from your place of worship (if applicable).

Certificate of Catholic Practice

If you are a practising Catholic you will need to obtain a Certificate of Catholic Practice from your Parish Priest. Please see your Parish newsletter for details of how to make an appointment.

If your child is a baptised Catholic, but you do not go attend mass weekly you may not be able to obtain a Certificate of Catholic Practice and your child's application will be considered in category 4 or 5 depending where you live.

Last year successful applications for Nursery were from applicants in categories 2 to 11.

Admission Arrangements

Please be advised of the following:

- i) Children will be offered a **part-time** morning or afternoon session of **three** hours, according to the admissions criteria.
- ii) This application applies to nursery only. Admission to nursery does not guarantee a place in reception the following year.
- iii) Any parent whose application is refused may appeal, by writing a letter stating your reasons to the Chair of Governors c/o the school.

Please may I remind you that no application will be considered unless all the documentation is presented. Giving any false information may invalidate the application. You will be given a receipt when you hand in your complete application form.

Yours sincerely

Mrs G Hicks
HEADTEACHER

Enc:

(St Helen's Catholic Primary School is part of Our Lady of Grace Catholic Academy Trust. Company number 9435396. Registered office as above)

"United by its Catholic faith, St. Helen's is a multicultural school, committed to developing the spiritual, academic and social potential of each child"

