

Dear Parent/Carer

Thank you for your interest in Corpus Christi School. Our aim is to ensure you have all the information you need when applying for a place in the school.

Our admissions pack contains;

Covering letter

- I. Admission policy and notes
- II. Copy of our most recent Ofsted report
- III. Copy of our most recent RE inspection report.

Please read the notes below carefully when applying for a place in either the Nursery or Reception class.

### **Nursery Class Admissions**

#### **1. Forms**

To apply for a place in the Nursery class you will need to complete the nursery supplementary information form and return it to the school with;

1. Birth Certificate
2. Proof of address – a recent utility bill\* or council tax statement is required.
3. Baptismal Certificate – for those applicants who wish to be considered under the religious criteria.

\* The only utility bills accepted are Water, Gas, Electricity and must be within 3 months of application date.

#### **2. Closing Date**

The closing date for receipt of the nursery supplementary application form is the **15<sup>th</sup> December** prior to the September in the year your child is due to start Nursery class.

#### **3. Start Date**

We have a single entry date in the Nursery class, which is September of the school year in which your child becomes 4 (see below)

Child's D.O.B	Start Nursery	Starts Reception
1 September 2015 – 31 August 2016	September 2019	September 2020
1 September 2016 – 31 August 2017	September 2020	September 2021
1 September 2017 – 31 August 2018	September 2021	September 2022
1 September 2018 – 31 August 2019	September 2022	September 2023

#### **4. Priests/Religious practice reference**

After the closing date (**15<sup>th</sup> December**) the school will write to all parents/carers who have submitted an application for the Nursery class. This will contain the priest/religious practice form and a letter explaining how to complete and return it.

If you do not receive the priest/religious practice reference form by the middle of January, you should contact the school to let us know.

#### **5. Decisions and letting you know**

We will write to all applicants with a decision on whether their application has been successful by the end of April (of the appropriate year). The Governors use their published admissions policy to allocate places and all applications are given full and fair consideration. There is no appeals process for nursery admission.

### **Reception Class Admissions**

#### **1. Forms**

Parents who apply for a nursery place are able to complete a supplementary information form for the reception class at the same time, this saves you having to duplicate forms, certificates etc. Parents who wish to apply only for Reception Class may do so. All forms need to be completed and received by the school by **15 December** prior to the September in the school year your child is due to start in the reception class.

#### **2. Process**

The application process and priest/religious practice process are identical to those applying for Nursery but with one very important difference.

#### **CAF**

In addition to the forms above, applicants to the reception class must complete a Common Application Form (CAF). Failure to complete the CAF will invalidate your application. Lambeth residents may complete the CAF form on:

<https://www.lambeth.gov.uk/school-admissions/apply-for-a-primary-school-place>

Applicants from other boroughs will need to contact their education authority for further details.

#### **3. Queries**

If you have any questions regarding the application process, forms or references, the school will be pleased to help you. You should email [sbm@corpuschristi.lambeth.sch.uk](mailto:sbm@corpuschristi.lambeth.sch.uk) and we will deal with your query promptly. Emails sent during school holidays may take longer to process. Please note that we are unable to discuss or advise on the merits of your application or to receive any information other than that requested on the application and reference form.

Yours sincerely

**S Ruiz**  
**Admissions Officer**