



St. Joseph's Catholic Primary School

115 St. Mary's Lane, Upminster, Essex RM14 2QB

Head Teacher
Mr Michael Ross

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November 2022

Dear Prospective Parent,

ADMISSIONS ARRANGEMENTS FOR SEPTEMBER 2023

Please find enclosed information to support your application for a school place for your child who is due to start school in September 2023:

- St. Joseph's School Supplementary Information Form (SIF)
- St. Joseph's School Admission Criteria

Please return the completed SIF and ORIGINAL documents to St Joseph's School Office between the following times:

	AM	PM
Monday to Thursday	9:30am - 10:30am	1:45pm – 2:30pm
Friday	9:15am – 10:15am	

Documentation Required: Please refer to the Supplementary Information Form (Page 3)

Proof of Address:

Statement and supporting evidence of residence (e.g. Council tax bill, driving licence, utility bill – or such-like documents dated within the last 3 months)

Evidence of exchange of contracts / rental / tenancy agreement (families moving into the area).

All Applicants

When you hand your SIF in to the school office, we will take a photocopy of your **ORIGINAL** documents and return them to you **immediately**. **A receipt will be issued at this time**. Please **DO NOT** send forms in the mail or post them through the door

1. Certificate of Catholic Practice (All practising Catholic families)

In order for your child's application to be considered under criterion 2 or criterion 3 of our Published Admissions Policy, you will need to see your priest (usually the parish priest where you live, but the priest in the parish where you attend Mass regularly if not) and ask him for a Certificate of Catholic Practice. He will give this to you (provided he is satisfied you are a practising Catholic).

St. Joseph's is a joyful community which follows the example of Jesus, helping, accepting and respecting everyone, as we learn and grow together, safe in His love.



2. Apply online to Your Local Authority

A standard Local Authority Common Application Form must be completed online and submitted to the Local Authority in whose area you live by the stated date, **15th January 2023**. For Havering, please visit: <https://www.havering.gov.uk/admissions>

If you wish your child to be offered a place at St Joseph's School, you **MUST** list St Joseph's School as one of your choices on your online application.

You are strongly advised to list more than one school on your Local Authority application. You may wish to list other Catholic schools and your local community school as well. Remember to collect a Supplementary Information Form for each Catholic School that you apply to.

3. Change of address during the admissions process

If your child's address changes after submission of the SIF you must notify St Joseph's School and your Local Authority School Support & Pupil Services immediately and supply proof of this change.

4. Deadline

- ❖ Applicants must complete the **online submission to the local authority** by 15th January 2023.
- ❖ The St Joseph's School **Supplementary Information Form (SIF)** and all supporting documents must be brought directly to the school office **by 3:00pm on Friday 13th January 2023**.

Applications received after this deadline, will be dealt with AFTER all the other applications have been determined.

Parents will be advised of the outcome of their applications by email on the date agreed with the Local Authority. Please note that you will not receive a notification from the school on the offer day.

Should you have any questions, please do not hesitate to contact us by calling 01708 220277 or by email to admissions@st-josephs.havering.sch.uk

Yours sincerely,



M. Ross
Head Teacher