



School office stamp

Date received
Staff initials



Brentwood Diocese catholic schools cover note for extra documents for in-year places at Barking and Dagenham Catholic schools

Why you should fill in this form

If you want to apply for an in-year place at one of our Catholic schools (under the faith criterion) please return this form along with any documents you need to fill in this cover note as well as our 'In-year common application form' (ICAF). We set out our admission criteria for all Catholic schools on pages 15 to 18 of the 'Finding a school place – Issue 7' admission booklet, which is available on our website. If we discover that we have offered a place based on false information, we will withdraw the place.

Important notes

- Our school cannot offer your child a place if you do not provide all the forms and documents that we and the admissions team need.
- If you post any forms, it is your responsibility to make sure you pay the correct postage charge, as we cannot accept any responsibility for underpaid or lost packages.

What you need to do

1. The **'In-year common application form' (ICAF)** - Apply online by filling in the form on the in-year hub which is available on our website (www.lbbd.gov.uk/admissions). See our 'Finding a school place' admission booklet for more information about other ways to apply.
2. **Cover note** - You must fill in and return one cover note for each child, for each of the Catholic schools you list on your application. Send your cover note to the relevant schools by together with the original documents listed on the next page.
3. **Baptism documents** - If you want your child to be recognised as a Catholic or as being baptised you should send the relevant schools a photocopy of your child's baptism certificate (or certificate of reception into the Catholic Church).
4. **Certificate of Catholic practice (CCP) form** - If you want to be considered as a practising Catholic you must meet with your parish priest for him to confirm to request a CCP which you must then send to the relevant catholic school, with the extra documents they have asked for. If your priest is not local and is unfamiliar with these requirements, please ask him to contact the relevant catholic school admissions officer.

To be filled in by the parent or carer (child's details given on your application)

Child's legal first names:

Child's legal last name:

Date of birth: Day Month Year

Home address and postcode: (The child's home is the permanent address where they live with their legal guardian.)

Borough you live in:

Does the child have any siblings (brothers or sisters) at our school? Yes No

If yes, you must give the relevant sibling's name on our ICAF (on the In-year hub).

Parent's or carer's full names:

Home phone number: Daytime phone number:

Email address:

Notes:

Documents we need, as listed on page 8 of the 'The Finding a school place – Issue 7' booklet.

You should return this form to each Catholic school listed on your application together with the documents below. We must see original documents with this form, not copies. Please also bring photocopies of all these documents with you for the school to keep. Please remember to keep your own copy of all the forms you have sent in.

Documents for all our catholic schools

- The child's baptism certificate
- The child's certificate of reception into the Catholic Church
- The certificate of Catholic practice from your parish priest.
(Only needed if you are applying as a practising catholic)

Documents for our catholic primary schools

- The child's birth certificate.
- Proof of the child's identity and address (listed on page 7)
- Proof of the parent's or carer's address (listed on page 7)

Remember: You will need to use one cover note for each child for each Catholic school and return it to the admissions officer of the relevant Catholic school (address details below) with the above documents.

All Saints Catholic School
Terlington Road,
Dagenham, RM8 1JT

St Peter's Catholic Primary School
Goresbrook Road, Dagenham,
Essex, RM9 6UU

St Joseph's Catholic Primary School (Barking)
The Broadway, Barking,
Essex, IG11 7A

St Teresa's Catholic Primary School
Bowes Road, Dagenham,
Essex, RM8 2XJ

St Joseph's Catholic Primary School (Dagenham)
Connor Road, Dagenham,
Essex, RM9 5UL

St Vincent's Catholic Primary School
Burnside Road, Dagenham,
Essex, RM8 2JN

