



#### School office stamp

Date received
Staff initials



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## Brentwood Diocese cover note for extra documents for reception places at Barking and Dagenham Catholic schools - 2018 entry

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### Why you should fill in this form

If you want to apply for a reception place at one of our Catholic schools (under the faith criterion) you need to fill in this cover note as well as the common application form (CAF) provided by the borough you live in. We set out our admission criteria for all Catholic schools on pages 25 to 30 of the 'Starting school full time in 2018' admission e-booklet, which is available on Barking and Dagenham council's website. If we discover that we have offered a place based on false information, we will withdraw the place.

### What you need to do

1. **Common application form (CAF)** - You must fill in and return the CAF to the borough or council you live in before 15 January 2018. If you live in Barking and Dagenham, send your CAF in one of the following ways. If you post your form, it is your responsibility to make sure you pay the correct postage charge, as we cannot accept any responsibility for underpaid packages.

Apply online	By self-service scanning machines	By post
<a href="http://www.lbbd.gov.uk/admissions">www.lbbd.gov.uk/admissions</a>	Dagenham Library 1 Church Elm Lane, Dagenham, Essex RM10 9QS	School Admissions Team Town Hall, Barking, Essex, IG11 7LU

2. **Cover note** - You should fill in and return one cover note for each child, for each of the Catholic schools you list on your CAF. Send your cover note to the relevant schools by the closing date together with the original documents listed on the next page. 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.
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 form (CCP)** - If you want to be considered as a practising Catholic you must meet with your parish priest 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.
5. **Proof of address and identity documents** - We will need to see the originals of these documents (listed in the Starting School e-booklet above) and we also need you to bring photocopies of these documents with you for our school to keep.

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

**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 your borough's CAF.

**Parent's or carer's full names:**

**Home phone number:**

**Daytime phone number:**

**Email address:**

**Notes:**

**Documents we need, as listed on pages 36 to 37 of the 'Starting school full-time in 2018' e-booklet.**

You should return this form to each Catholic school listed on your CAF together with the documents below by the closing date (15 January 2018). Please tick the boxes below to show which documents you have included with this form. We must see original documents with this form, but please also bring photocopies of all these documents with you for the school to keep. **Remember to keep your own copy of all the forms you have sent in.**

**Documents for all applicants**

- The child's birth certificate.
- Proof of the child's identity and address (listed on page 13)
- Proof of the parent's or carer's address (listed on page 13)

**Extra documents for catholic applicants**

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

**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 by the closing date.

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

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

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

