



St Winefride's Catholic Primary School, Church Road, Manor Park, London, E12 6HB.
Part of the Our Lady of Grace Catholic Academy Trust



Head Teacher - Mrs Nicola Brosnan
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Dear Parent/Carer,

Admission to St Winefride's Nursery

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

Nursery Application Form

This form should be completed fully, signed and returned to the school between **9.15am** and **3.00pm**. You must also attach the **originals** of the following, which will be copied and returned to you before you leave:

- Your Child's Baptismal Certificate (if applicable).
- Your most recent Council Tax Bill, Housing Benefit or Council Tenancy Agreement for the current year.
- A utility bill dated within six months of this application i.e. gas, water, electricity, 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 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 3 or 4 depending where you live. The School will use the Oversubscription Criteria on the Admissions Policy should there be more applicants than the nursery is able to cater for.

Session requested

- AM session: 8.30am to 11.30 am
- PM session: 1.30pm to 3.30pm
- Full Time: 8.30am to 3.30pm (subject to successful application for 30 hour provision, see below)

Full Time Places

If you would like your child to attend both the morning and afternoon session please complete the '30 Hour Provision - Expression of Interest' form.



*"We celebrate God's love for everyone.
We enjoy learning and growing together,
In our caring and welcoming family."*

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Registered office: St Helen's Catholic Primary School, Our Lady of Grace Academy trust, Chargeable Lane, London, E13 8DW.

Admission Arrangements

Please be advised of the following:

1. Children will be offered a **part-time** session of **three hours**, according to the admissions criteria.
2. Children will only be offered **both** morning and afternoon sessions upon a successful application for 30 Hours Provision.
3. If a child attends both sessions the parents/carers will be required to provide a packed lunch for their child.
4. In the event of oversubscription the admissions oversubscription criteria will apply.
5. This application applies to **nursery only**. Admission to the nursery **does not guarantee** a place in reception the following year.
6. 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 applicable 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 Nicola Brosnan
Head Teacher



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