



St Alban's Catholic Primary School

Mona Place, Tremorfa, Cardiff CF14 3EB

Tel : 02920462915

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Interim Headteacher: Mrs R Woodward

For Office Use Only

Baptismal Certificate	
Proof of Address	
Birth Certificate	

IN YEAR APPLICATION FOR ADMISSION

Before completing this form please read the School's Admission Policy. All parts of this application form must be completed.

Application for entry into Year..... Proposed Date of Entry.....

Application Date Previous School/ Nursery.....

Child's Surname..... First Name..... Date of Birth...../...../..... Male/Female

Child's permanent address*

.....Postcode.....

Contact Tel Email

Names of Parent(s)/Legal Guardian(s) (delete as appropriate) Title (Mr. Mrs. Ms)

Parent(s)/ Guardian(s) Address (if different from above)

Parent(s)/ Guardian(s) telephone number if different from above:

Is the child a child who is now or was previously in the care of the Local Authority?

Written proof must be provided.....YES / NO (please circle)

Does your child have a written statement of SEN naming a school: YES/NO

If YES, which school is named?

Does your child have a sibling who will still be at this school at the date of entry? YES / NO

Name of sibling:..... DOB: Year in school:.....

Name of sibling:..... DOB: Year in school:.....

Is your child baptised? YES / NO

Date and place of baptism

(a copy of the baptismal certificate must be attached to this form) Duplicates are normally available from the church where your child was baptised.

Denomination: (please circle)

Catholic

Other Christian

Non-Christian

Please specify.....

Please specify.....

Oversubscription Category in which you think your child should be placed Category

*The Governing Body will consider the child's home address to be the place where the child permanently resides for the majority of the school week, as at the stipulated closing date for applications. This would normally be at the same address as the person who has parental responsibility for the child and is the main carer. Where the child spends equal time with both parents/carers, the place of residence of the person who receives the child benefit will be considered the child's home. Evidence will be required to support proof of address.

PLEASE NOTE:

On returning this form the following **must** be included:

- Copy of Birth Certificate
- Copy of Baptismal Certificate (The definition of a Baptised Catholic child is one who has received the sacrament of Holy Baptism from a Roman Catholic Priest in a Roman Catholic church)
- Proof of Permanent Address (Please provide an up-to-date utility bill dated within the last four months)
- **The form must be signed and dated**

Applicants are welcome to give additional information as to why they require for their child a specifically Christian faith based education in a Catholic school

The admissions panel will consider applications to the school and parents will be informed of any decision as soon as possible.

The offer of a place is subject to the verification of the information given. If, for any reason, you decide not to pursue your application, please inform us as soon as possible. The offer of a place is only valid if it is made in writing by the Governors Admitting Body.

If the number of applications is fewer or equal to the number of places available, all applicants will be admitted. However, if there are too many applications, the information you have given will be used to rank your child's priority for a place in line with the oversubscription criteria given on the attached page.

The school takes no responsibility for forms which are lost in the post or returned due to insufficient postage. It is the responsibility of the applicant to ensure the application form is received by the school before the closing deadline.

Parental Recognition and Acceptance of the School's Catholic Aims and Identity.

St Alban's Catholic Primary School has been founded to provide for the educational needs of Catholic families in its designated parishes of the Archdiocese of Cardiff.

The Articles of Government of the School state that religious observance and education in the school shall be in accordance with the Rites, Practices and Doctrines of the Catholic Church.

The Archbishop and the Governing Body of the School intend that pupils should receive an education of a high standard provided by teachers dedicated to the school's Mission Statement. Central to this is the Christian formation of children and young people in an atmosphere provided by Gospel values and the message of Christ. This means that religious education, while given full expression in the school through its prayer life, its acts of worship and instruction in the Faith, is not limited to these.

The Governing Body has agreed that all parents seeking a place in the school, should be required to sign below to signify that they understand and accept the Statement of Aims and Identity for pupils at the school.

DECLARATION

I/We certify that I/we have read and understood the school's Mission Statement and this Statement of Aims and Identity which I/we support without reservation.

I/We understand that if written proof is not provided where requested it may affect the criteria category into which my/our child is put.

SIGNED..... PRINT NAME.....(PARENT/GUARDIAN)

DATE.....

Please return the completed form to the Governors Admissions Panel:

C/O St Alban's Catholic Primary School

Mona Place

Tremorfa

Cardiff

CF24 2TG

Revised 17/11/22 RW

Please complete and sign below if you wish confirmation of receipt of your application.

Name

Address

Signed.....

Date