



"We are called to be the hands and face of Jesus as we learn, love and grow together"

**Headteacher: Mr J White** BEd (Hons) NPQH

**St. Vincent de Paul Catholic Primary School**

Bedwell Crescent, Stevenage, Herts., SG1 1NJ

Tel: 01438 729555

Email: admin@stvincent.herts.sch.uk

### Main Application – In-Year

Dear Parent/Carer

Please find enclosed our Main School Application Form (Supplementary Information Form) along with our current Main School Admission Policy and Parish Boundary Map.

In line with the admission procedure of Hertfordshire County Council, all parents seeking a place for their child at our Main School, whether they are Catholic or not, are required to complete both Our Main School Application Form (S.I.F.) and the application form required by Hertfordshire County Council. This form can be found online at [www.hertsdirect.org/admissions](http://www.hertsdirect.org/admissions)

If you do not submit the relevant documents requested, including this letter, it will affect the priority we give to your application and may seriously affect the chances of your child being offered a place.

#### The next step

If a place is available we will contact you to arrange a visit.

If there are no places available we will write to you and enter your child/ren onto Our Continued Interest List.

Your child will remain on our Continued Interest List for one year after which time you must renew your application.

#### Please tick the relevant boxes to confirm the following:

**YES NO**

	YES	NO
Either applied online at the Hertfordshire County Council Admissions website or submitted a paper copy to County		
I/We have read and understand the Main School Admission Policy		
Enclosed your completed School's Main School Application Form (S.I.F.)		
Enclosed your completed and signed 'Certificate of Catholic Practice' form		
Enclosed your child's baptism certificate		

Signed: ..... Parent/Carer

Date: .....

