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

Headteacher: Mrs A Whitty BA (Hons) PGCE NPQH

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Dear Parents

In Year Main School Application for 2026/2027

Please find enclosed our in year main school application form (Supplementary Information Form) together with school admission policy and parish boundary map.

The school welcomes applications from anyone who is willing to support our ethos and promotes an inclusive environment. Although we prioritise Catholic families, in the past four years we have welcomed many non-Catholic families.

In line with our in-year admission procedure, all parents seeking a place for their child at our main school, whether they are Catholic or not, are required to complete our in-year main school application form (S.I.F.) and return together with supporting documentation, if applicable. All In-Year Applications must be renewed during the summer term for your child to remain on our continued interest list for the year commencing in September. The renewal must include, if applicable, a current priest reference.

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.

Once your application is received the school will respond within 10 school days and for applications in writing, within 15 school days with the outcome. At this time, we will either offer a place at our school or set out the reasons for our refusal and place your child's application on our Continued Interest List.

Please note that if we are unable to offer a place at our school, you do have the right to appeal and should contact Hertfordshire County Council at school.appeals@hertfordshire.gov.uk or telephone on 01992 5888548 in the first instance to start the appeal process.

Please complete all the boxes below.

	YES	NO
I/we have read and understand the Main School Admission Policy		
I have enclosed completed School's Main School Application Form (S.I.F.)		
I enclose other relevant information		
Baptism Certificate (if applicable)		
Current signed Certificate of Catholic Practise from your Priest (if applicable)		
Does your child have an Educational Health Care Plan?		
Is the child currently/or ever been in the care of the Local Authority?		

Current school/nursery/pre-school your child currently attends?	

Signed: ..... Parent/Carer Date: .....