

Dear Parent/Person with Parental Responsibility

**RE Applying for a EYFS Place at Holy Cross Catholic Primary School**

The application process to apply for EYFS places at Holy Cross Catholic Primary School has **two** phases. This is because we are a Catholic School.

The admissions 2022 policy can be found here:

<https://www.holycross-sch.net/attachments/download.asp?file=611&type=pdf>

**Phase 1:** From 1 October 2021 the online application form from Birmingham City Council opens. Please list Holy Cross Catholic Primary School as one of your three choices. If we are your first choice, please list us first.

The link to the application form can be found here: **(Closing date: 15 January 2022)**

[https://www.birmingham.gov.uk/info/20119/school\\_admissions/1786/apply\\_for\\_reception\\_primary\\_school](https://www.birmingham.gov.uk/info/20119/school_admissions/1786/apply_for_reception_primary_school)

**Phase 2:** Once you have submitted your form to Birmingham City Council listing Holy Cross Catholic Primary School you **MUST** complete the school '**Supplementary Information Form**'. This is found on our school website in the 'Admissions Policy September 2022 start'. You will be asked to complete an online form detailing names of siblings in school (if applicable) and other information including your home address etc. On submission of the form you will be asked to upload a copy of your proof of address. If you are a Catholic applicant, you will also be asked to upload your child's baptismal certificate. If you wish your application to be processed as a practicing Catholic, you can also upload your Certificate of Catholic Practice which is obtained directly from your parish priest and not the school.

**The Supplementary Information form MUST be completed online by Tuesday 15 February 2022. The link is here:**

<https://forms.gle/2YzgE7Poexc9StW66>

**(Please note that you MUST have all paperwork ready before completing the form)**

Summary of the process:

1. Apply online - Birmingham City Council Website naming Holy Cross Catholic Primary School.
2. Complete Supplementary Information Form **ONLINE ONLY** for Holy Cross.

(Proof of address is mandatory and the uploading of the baptismal certificate and certificate of catholic practice are optional. Please note though that without these documents this will affect your child's ranking in the admission oversubscription criteria and you may or may not be ranked sufficiently high enough to receive a place)

Please contact the school office if you require guidance or further support.

We look forward to seeing you on **Wednesday 3 November at 9.15am or 2.00pm at our Open Day.**

Yours sincerely

Miss T Cotter  
Executive Principal