



Dear Parent/Person with Parental Responsibility

RE Applying for a Reception Place at Holy Cross Catholic Primary School September 2023

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 2024-25 policy can be found here:

<https://www.holycross-sch.net/attachments/download.asp?file=824&type=pdf>

Phase 1: From 1 October 2023 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: 11.59pm 15 January 2024)**

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 2024 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.

The Supplementary Information form MUST be completed by 11.59pm on 15 January 2024. The link is here:

<https://www.holycross-sch.net/page/?title=Admissions&pid=102>

(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 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 15 November at 9.00am, 2.00pm at our Open Day and Parents' Meeting at 6pm.**

Yours sincerely

Miss T Cotter

Executive Principal

