



Application Process

For Our School there is a 2 step Application Process

Local Authority Application

Essex County Council (ECC), Havering etc..

- You should receive information from **your local authority** about the application process. (Normally, sent out mid-November for children due to start school for the first time the following September). If it is a mid-term application, you must contact your local authority.
- You must apply to **YOUR** Local Authority (e.g. If you live in Havering you apply to Havering even though our school is in ECC). Your local authority will then pass the application to ECC
- Application can be Paper form or online. You have up to 4/5 choices.
- **Offers are made by the Local Authority.**

N.B. If there is no application from ECC, we cannot process the application.



St. Helen's Catholic Infant School



- **Supplementary Information Form (SIF)**- Yellow Form – required for all applications
 - Complete and attach a copy of your child's Baptismal Certificate, if applicable.
 - This must be returned to the school by the date specified.
- **Catholic* Application** – If an application is being made for a Catholic child, evidence of Catholic baptism or reception into the Church is required with the SIF. In addition, if an application is being made with a supporting letter (with parish seal) from your Parish Priest this must be returned to the school by the date specified.
- **Non Catholic Application** - If your child and his/her family are from another Christian denomination or another religion, you will require a supporting letter (with Official seal) from the religious leader concerned confirming your child's religion and practice. This should be forwarded directly to the school by date specified by them.

** Catholic denotes a member of any Catholic Church that is in full communion with the See of Rome. To be a Catholic, you must have a Baptism or Reception Certificate from a Catholic Church.*

Based on the information received on the SIF and any supporting letters from the Priest/Religious Leader, the school will rank all applications according to the published criteria for the cohort.

This information is then passed to ECC who make the offers on behalf of the school.