



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 for children due to start school for the first time in September 2019).
- 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 (**This will be after the closing date of 15th January 2019 for children due to start school for the first time in September**).
- Applications for this admissions round will open on **12th November 2019**.
- Application can be Paper form or online. You have up to 4/5 choices. ***If you make an on-line application, make sure you receive notification of the application.***
- **Closing Date 15th January 2019 for applications for children due to start school for first time in September 2019.**
- **Offers are made by the Local Authority on or around 16th April 2019 for children due to start school for first time in September 2019.**



St. Helen's Catholic Infant School



Supplementary Information Form (SIF)- Yellow Form

This form is required for ALL applications

Before completing this form, please read the relevant Admission Policy (noting in particular any faith criteria), your Local Authority booklet and the Notes attached.

This Form and any evidence, (see Notes attached to SIF) must be returned to the school by the 15th January 2019.

Based on the information received on the SIF and any supporting evidence provided, (see notes attached to SIF) 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 **16th April 2019** on behalf of the school.

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