



CHRIST THE KING CATHOLIC PRIMARY SCHOOL

Headteacher: Mrs Clare Tickel

Deputy Headteacher: Mrs Fran Perry

Assistant Headteachers:

Mrs Melanie Lord & Mrs Gerardine Christopher

Durdells Avenue Kinson Bournemouth BH11 9EH Tel.(01202) 574277

Fax. (01202) 594114 e-mail christtheking@ctkcps.com

Diocese of Plymouth, registered charity number: 213227

Website: www.ctkcps.com

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CHILDREN STARTING RECEPTION CLASS IN SEPTEMBER 2019

Dear Parent / Carer

I understand you have expressed an interest in applying for a place at Christ the King for your child in Reception Class for the School Year 2019/2020. I'm writing to you to give you more information about how to apply and also to invite you to visit us. We will be operating Open Tours of the school before the closing date for applications. Please look on our website for more information. This will give you an opportunity to talk to me about your child and your hopes for their future; whilst also being an opportunity for me to tell you about our wonderful school.

I'm sorry that the admissions process will feel a little complicated, particularly if this is the first time you have had to go through it. Please read this letter carefully so you can see what to do or, if you are not quite sure, please do contact the school office.

Places available for September 2019

We are able to admit 60 children in two classes of 30.

Making an Application

If you would like to apply for a place at our school, you will need to apply either online: <https://enrol.bournemouth.gov.uk> or collect a 'Preference Form' from either the Children's Information Service, the Town Hall or from our School Office. Forms are also available at nurseries and playgroups. The Preference Form allows you to say which schools you would like for your child. If you are planning to include Christ the King among your choices, the enclosed admissions criteria tell you how we will prioritise the applications we receive.

Important Note – Faith Criteria

You will notice that the process for prioritising admissions to Christ the King includes so-called 'faith criteria'. That is, whether the child or parent(s) are Catholic, or members of other Christian denominations or of other faiths will make a difference to how your application will be processed. (Please note, though, that applications from families of all faiths and from those of no particular faith background are equally welcome.) If, however, your application does come under any of the 'religious' headings (categories 2,3,5,6,7&8 of the admissions policy) you will need to confirm the relevant details with us. To do so, you will need either to submit what is called a *supplementary information form* (or 'SIF') with the additional information (again, please see the admissions criteria for details). The SIF is available for download from the school website or you can simply ask for one from the school office.

If you know that *the faith criteria does not apply to you or your child*, there is no need to submit any other forms, simply return the Preference Form to the Local Authority with Christ the King as one of your preferences and we will have all the information we need.

Parents of children already at Christ the King Nursery.

Please note, moving into Reception requires everyone to complete a Preference Form so, if you want to apply for a reception place, you must complete the application process outlined above **even if you already have a child in our nursery.**

Deadlines

Please note that in order to be fair to everyone, all Preference Forms (and SIFs or baptismal certificates) must be submitted by Monday 15th January 2019 at the very latest. If your application is received after that, your form will not be processed until all those which had arrived on time have been dealt with. This means you may well not get a place that would have been available if your application was on time.

Notifying you of your allocated school

After the closing date, the Governing Body of the school will process all the applications received and inform the Local Authority of the order of priority. The Admissions Team will then write to all parents informing them of their child's allocated place. These notifications will be posted on **Tuesday, 16 April 2019.**

As I said earlier, if you don't feel quite sure about how to submit an application for your child, do please get in touch and we can clarify any misunderstanding.

Yours sincerely

Clare Tickel

Headteacher

Admissions Check List - Summary of forms/information required

1. Local Authority Preference Form to be completed either online or a paper copy and returned to the address shown at the top of the preference form before the closing date. Details of the closing date are in this letter and also in the booklet (Starting Primary School) which is available online or from the Children's Information Service.
2. Supplementary information form (SIF) or Baptismal Certificates for applications under faith and denominational grounds to be returned to the school.