

Ask for/Gofynnwch am  
Our Ref/Ein Cyf  
Your Ref/Eich Cyf  
Tel/Ffôn  
Direct Dial/Rhif Union  
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Civic Centre/Canolfan Ddinesig  
Newport/Casnewydd  
South Wales/De Cymru  
NP20 4UR

**September 2009**

Dear Parent/Carer

### **ADMISSION TO PRIMARY OR INFANT SCHOOL SEPTEMBER 2010**

This letter is for all parents or carers of children who are due to enter primary / infant school in September 2010. You should also have received an application form and the booklet **Starting School in Newport 2010-11**. The booklet informs you about the policies and procedures for school admissions, school transport, free school meals and other useful information.

Parents are able to express a preference for any school by completing the enclosed application form. If the number of applications to your preferred school is fewer than or equal to the number of places available, **all** applicants will be admitted. **However**, if the number of applications to your preferred school is greater than the number of places available, the information you give on the form will be used to rank your child's priority for a place in line with the oversubscription criteria published on pages 19-20 of the *Starting School in Newport 2010* booklet.

A completed application form **must** be received for every child starting school in September 2010. Proof of address **must** be provided with the application form (see page 13 of the *Starting School in Newport 2010-11* booklet for details).

Please return the completed application form to your preferred choice of school by **1 December 2009**. If we do not receive a completed application, or if the form is received after our decisions have been made, we cannot guarantee which school will be allocated to your child.

Should you wish your child to attend a Roman Catholic primary school or Caerleon Endowed Infant School, please apply directly to the Headteacher of that school.

We will contact all parents by the **end of March 2010** to notify you of your child's placement.

Yours sincerely

**Deborah Weston**  
**School Organisation Manager**

Date received  
by school:

Civic Centre  
EMS number:



## Admission to Primary / Infant School

Before filling in this form, you should read the booklet *Starting School in Newport 2010-11*. Please complete this form as fully as possible. The information you give will be used to allocate a school place to your child.

Child's full name: .....

Child's date of birth: ..... Child's sex: Male  Female

Child's home address: .....

..... Postcode: .....

Nursery child currently attending (if any): .....

Parent(s)/carer(s) name(s) .....

Parent(s)/carer(s) address: .....

..... Postcode: .....

Parent(s)/carer(s) telephone number: .....

For information on your catchment area, English and Welsh medium schools, Roman Catholic and Church in Wales schools, please telephone the School Organisation Team on 01633 656656.

**Please indicate below your preferred school(s) in order of preference.  
You may express more than one preference and give a reason for your preference(s).  
Please give details of special medical circumstances, if any.**

1. ....

.....

2. ....

.....

3. ....

.....

Expressing a preference does not guarantee admission to your chosen school but it will give your child priority over children whose parents have **not** expressed a preference for that school. If you do not express a preference, or you submit this form late it will be less likely that your child will be able to attend the school of your choice.

Is the child a Looked After Child? Yes  No

If yes, please state the corporate parent: .....

Does the child hold a statement of SEN which names a school? Yes  No

If yes, please state which school is named: .....

Please give the names and dates of birth of the child's siblings who will be attending the preferred school(s) in September 2010.

Name ..... Date of birth ..... School .....

Name ..... Date of birth ..... School .....

Name ..... Date of birth ..... School .....

Photocopied **proof of address** is required for **all** applications. Please tick the boxes below to show which proof you have provided:

Child's medical card (**must** be provided)

**and TWO of the following**

2009/10 Council Tax notification letter for the address on the application

2009/10 child benefit notification letter **or** 2009/10 child tax credit notification letter

Recent P60 or wage slip / 2009/10 income support notification / 2009/10 pension award notification

2009/10 Housing benefit notification

Current tenancy agreement (for not less than 12 months)

**Please note:** your application will not be considered for a place at your preferred school until this evidence is received. Failure to submit the required information prior to the closing date will result in the application being treated as late. Allegations of fraudulent claims will be investigated and action taken where necessary.

If the number of applications to your preferred school is fewer than or equal to the number of places available, **all** applicants will be admitted. **However**, if the number of applications to your preferred school is greater than the number of places available, the information you give above will be used to rank your child's priority for a place in line with the oversubscription criteria published on pages 19-20 of the *Starting School in Newport 2010* booklet. If your application to your preferred school is unsuccessful, we will consider your second preference for your child.

**This form must be returned to your first choice school by 1 DECEMBER 2009.**

**Applications received by 1 December 2009 will be considered together and places allocated. If you do not return the form, there is no guarantee which school will be allocated.**

Signed: ..... (Parent/carer) Date : .....

Please print your name here: .....