



ST RICHARD REYNOLDS CATHOLIC COLLEGE

ST RICHARD REYNOLDS CATHOLIC PRIMARY SCHOOL
ST RICHARD REYNOLDS CATHOLIC HIGH SCHOOL

In Year Primary School Application Form

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. An application should be made to the school by completing this form and returning it to the Admissions Officer by hand, post or email admissions@srrcc.org.uk together with two proofs of address (two from: mortgage / rental agreement, utilities bill, copy of driving licence).

Where there are places available but more applications than places, the published oversubscription criteria, as set out in the admission arrangements for will be applied. See Admissions policy [here](#). Parents are advised to read the admission arrangements carefully before making their application.

If there are no places available, the child will be added to the waiting list. Please see the admission arrangements for more details.

You will be advised of the outcome of your application in writing as soon as possible. Applicants must be informed of the outcome of their application within 15 school days of receipt, but the aim is to notify applicants of the outcome of their application within 10 school days of receipt.

You have the right to appeal to an independent appeal panel if your application is unsuccessful.

If you have any questions in relation to in-year admissions please contact The admissions officer at admissions@srrcc.org.uk or call the College Office.

You may also wish to discuss in-year applications with the local authority on 020 8547 5569 Email: richmond.admissions@achievingforchildren.org.uk

If you are a Baptised Catholic or from another Christian tradition or other faith, and you wish to apply under a faith criterion, you should also complete and return a Supplementary Information Form available from our website or from the College Office together with supporting documents as evidence of faith (eg Certificate of Catholic Practice, copy of Baptism certificate or other evidence of membership of a faith community)..

Please return this form with any supporting documents to:

Primary School Admissions
St Richard Reynolds Catholic College
Clifden Road
Twickenham
TW1 4LT

St Richard Reynolds Catholic Primary School in Year Application Form

Pupil name:	
Date of birth:	
Parent/carer Name:	
Home address:	
Postcode	
Parent / carer email:	Parent/carer mobile number:
Proof of address Please attach a copy of any two of the following: mortgage / rental agreement, utilities bill, copy of driving licence	
Do you have a sibling attending St Richard Reynolds Catholic Primary School? (if yes, please state name and form):	
Do you have a parent or carer working at St Richard Reynolds Catholic College? (if yes, please state name):	
Are you 'looked after' by the Local Authority, adopted having previously been 'looked after' or subject to a child arrangement order or special guardianship orders? See admissions policy for details. (Please circle your response).	YES NO
Do you have exceptional medical, pastoral or social needs that can most appropriately be met at this school? Please circle your response. (Professional evidence will be required.) See admissions policy for details. (Please circle your response).	YES NO

DATA PROTECTION

The College complies with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. The College Data Protection Policy can be viewed [HERE](#)

I confirm that I have read the Admissions Policy of the school and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that, should any information I have given prove to be inaccurate, the governing body may withdraw any offer of a place even if the child has already started school.		
Signature of parent/carer:		Date: