



Cover note form for extra documents for in-year places at All Saints Catholic School 2023 to 2024 entry

Why you should fill in this form

If you want to apply for a place at All Saints under the faith criterion, please fill in this cover not and send it to us with the other documents we ask for. We set out our admission criteria for our school within the 'Finding a school place – Issue 1' admission e-booklet, which is available on Barking & Dagenham council's website. If we do not receive this filled-in form with the relevant documents, we will consider your child under criterion 6. If we discover that we have offered your child a place based on false information, we will withdraw the place.

What you need to do

- **The 'In-year common application form' (ICAF)** – Apply online by using the form on the in-year hub which is available on the website (www.lbbd.gov.uk/hub)
- **Baptism documents** – If you want your child to be recognised as a Catholic (under our admission criteria 1 to 3) you should send All Saints a photocopy of your child's baptism certificate (or certificate of reception into the Catholic Church).
- **Certificate of Catholic practice (CCP) form** – If you want to be considered as a practising Catholic (under our admission criteria 1 and 2), you must meet with your parish priest to request a CCP. After he has filled in the CCP form, you must then send it to us, with the extra documents we have asked for. If your priest is not local and is unfamiliar with these requirements, please ask him to contact the All Saints' Admissions Officer on 020 8270 4247.



School office stamp

Date received

Staff initials

To be filled in by the parent or carer (child's details given on your CAF)

Child's legal first names:

Child's legal last name:

Date of birth: Day Month Year

Home address and postcode: (The child's home is the permanent address where they live with their legal guardian.)

Borough you live in:

Does the child have any siblings (brothers or sisters) at All Saints School? Yes No

If yes, you must give the relevant sibling's name on your ICAF (on the in-year hub).

Parent's or carer's full names:

Home phone number: Daytime phone number:

Email address:

You will need to use one cover note for each child.

When you have filled in this page, please return it to our school's admissions officer, with the relevant documents listed below. Please tick which document you have included with this form.

Photocopy of the child's baptism certificate.

Photocopy of the child's certificate of reception into the Catholic Church.

Photocopy of the certificate of Catholic practice from your parish priest.
(Only needed if you are applying under our admission criteria 1 and 2.)

Our address: Admissions Officer, All Saints Catholic School, Terling Road, Dagenham RM8 1JT

