



St Michael's Catholic College

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Website: www.stmichaelscollege.org.uk

Principal: Ms Felicity Corcoran
Vice Principal: Ms Charlotte Sayed
Vice Principal: Ms Joanna Nottage

30th September 2024

Dear Parent/Carer,

I hope you enjoy our open day. The presentations you hear today will give you more detail but here is a brief summary of what you need to do to apply to St Michael's.

- Fill in the Local Authority Online Form for e-admissions (CAF Form) remembering to list St Michael's as one of your preferences.
- Take the Certificate of Catholic Practice which is in your pack to your priest or faith leader if you have one. If you need more than one form then you can print additional copies from our website.
- Fill in our online application form, a link to which is on our website on the admissions page.
- You should add your child's baptism certificate (if you have one), your proof of address and any other useful information to the application form.
- If the priest gives your Certificate of Catholic Practice back to you then you can also add that to the supplementary form. If the priest sends it back to St Michael's then we will add it for you.
- For children of other faiths parents should upload any evidence they may have such as a letter from your religious leader.
- Please note you do not have to bring copies of your application or any paperwork to St Michael's.
- If your child has an EHCP then it is a different process. You should apply via the Local Authority and you do not have to fill in our forms.

You may wish to view our privacy notices which are available at the link below on our website.

<https://www.stmichaelscollege.org.uk/gdpr/>

We look forward to receiving your application before our deadline of 31st October 2024.

Yours faithfully,

Susan Shaw
Head of Admin

