

**Parish of St Erconwald's**  
**Procedure for School Application Forms**  
**Cardinal Newman & Other Catholic Primary Schools**

**Supplementary Information Form For admission in 2022 – 2023**

**PART 1** – Completed by Parent

**PART 2A** – Completed by Parent. Note the Parish website ([www.sterconwalds.org.uk](http://www.sterconwalds.org.uk)) and the Cardinal Newman website have online maps of the Parish Boundaries. You need to be able to satisfy yourself that you live in the parish and are eligible. The School may check as part of their scrutiny process and St Erconwald's accepts no responsibility for errors made.

**Section 2B** – Please do not complete the paragraph that says "priest only" as this is for the priest only to complete. Please provide a copy of the baptism certificate. Fr Ruslan will only be able to sign the form when he has seen a copy of the baptism certificate.

**Submitting the Forms**

If the forms are completed and submitted in an unsealed envelope with your child's name and marked "Primary School" along with the appropriate certificate not later than Thursday evening and completed as requested above, Fr Ruslan will endeavour to sign them and have them available for collection after any mass that weekend. The envelope containing the form and certificate should be put through the letter box of the Parish Office behind the church.

**BAPTISM CERTIFICATES**

**Applicants for Cardinal Newman and other Catholic primary schools only**

If you do not have a baptism certificate please provide a stamped addressed envelope to the parish office and details of child's name and approximate date of baptism (within two months) and the parish office will send a copy to you. Please allow us at least 5 days for us to process your request. Whilst we do not make a specific charge for certificates we always appreciate donations to support our work. Cheques can be made payable to 'St Erconwalds Catholic Church'. If donating cash, please drop off in person.

**Please ensure that you have the baptism certificate before you submit your child's form.**

**If you are applying for ASHLEY SCHOOL or other faith schools you must similarly complete the basic information in the appropriate section for Minister of Religion.**

# **Parish of St Erconwald's**

## **Procedure for School Application Forms**

### **Salesian School Chertsey and other Catholic Secondary**

#### **Schools Supplementary Information Form For admission in 2022 – 2023**

**In Section for Catholic Applicants.** Please include Baptism and First Holy Communion Certificates.

**Baptism and First Communion Certificates (lost).** We know that all children applying to the Salesian School and other catholic secondary schools who are currently at Catholic primary schools must have had a Baptism Certificate. However, Salesian School still needs to see the Baptism and First Holy Communion Certificates. If you do not have a baptism certificate please provide a stamped addressed envelope to the parish office and details of child's name and approximate date of baptism (within two months) and the parish office will send a copy to you. Please allow us at least 5 days for us to process your request. Whilst we do not make a specific charge for certificates we always appreciate donations to support our work. Cheques can be made payable to 'St Erconwalds Catholic Church'. If donating cash, please drop off in person. We are unable to produce duplicate First Communion Certificates – All First Communion Candidates and their parents were advised to keep the certificates safely at the time. The Parish Office can provide a statement that a child has made his/her first communion. Please provide your child's name and the year of their first communion to the Parish Office along with a stamped addressed envelope.

**Please ensure that you have the baptism certificate and first communion certificate/ statement before you submit your child's form.**

#### **Submitting the Forms**

If the forms are completed and submitted in an unsealed envelope with your child's name and marked "Secondary School" along with the appropriate certificates no later than Thursday evening and completed as requested above, either Fr Ruslan will endeavour to sign them and have them available for collection after any mass that weekend.

**The envelope containing the form and certificates should be put through the letter box of the Parish Office behind the church.**