



Headteacher  
Mr Justin Dachtler

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*(Please note this letter does not include the procedure during the current lockdown – we appreciate that you may have to wait a while before dealing with some of the aspects mentioned below).*

Dear Parents,

Thank you for your enquiry regarding a place for your child/children at St Teresa's School Nursery. We enclose our Nursery Entry Procedure Form including information on the 30-hour provision requirements, Admissions Policy for 2021/22, Applicants Information Form and Supplementary Information Form.

Please complete the Application and Supplementary Information Form (SIF). If you attend St Teresa's Parish you need to make an appointment to take the Canon Michael Scanlon, to be signed and stamped. Please also take the original Birth and Baptismal Certificates with you. You may telephone his secretary for an appointment on 020 8648 4113.

If you do not attend St Teresa's Church, please arrange to take these documents to your own Parish Priest/Minster for signing and stamping.

The completed Information Form and Supplementary Information Form should be returned to the school, on a Wednesday morning between 9am and 1pm if possible, together with the original Birth Certificate, Baptism Certificate and your child's Passport if he/she has one, a utility bill less than 3 months old, confirming proof of address. We will take a photocopy. Your child's name will then be added to the Nursery list for September 2021, January 22 or April 22, depending on their date of birth.

We would ask you to please note that if you do not have British Residency status, you will need to provide copies of your family passports and visas prior to admission to St Teresa's.

Please note the closing date for Nursery applications for September 2021, is 28 February 2021. Late applications will of course be considered but place offers will be dependent upon availability, following the on-time applications being processed.

Yours sincerely,

Headteacher  
Mr J Dachtler

L/Admissions/NewApps/Nursery21

"Love proves itself by deeds so how am I to show my love?" St Thérèse of Lisieux

