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Headteacher  
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Dear Parent,

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 2019/20, Applicants Information Form and Supplementary Information Form.

Please complete the Applicants Information Form and Supplementary Information Form (SIF). If you attend St Teresa's Parish, you need to make an appointment to take the SIF to 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 Applicants 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 child's Passport if he/she has one and a utility bill confirming proof of address, for us to take a photocopy. Your child's name will then be added to the Nursery list for September 2020.

We would ask you please to 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 2020, is 28 February 2020. Late applications will 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/NewAppsletter/Nursery2020

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

