



LATE APPLICANTS TO RCCS FOR SEPTEMBER 2016

If you are applying during July and August for your child to join our school in September 2016, please be aware there are **two processes** both of which need to be completed by **3pm on Thursday 1st September** at the very latest. The earlier you can complete these the better. ***We advise you to complete the first task as soon as possible as this can take some time to process. Do not wait for late August.***

1. A formal application must be made to the local authority, Caerphilly CBC. This can be completed via their website, **www.caerphilly.gov.uk** It is only when you have received confirmation of acceptance that you can move on to the second stage, which is...
2. Completion of our own forms which are available in a pack which needs to be collected from school.

The RCCS application pack can be collected from the school on the dates indicated below The forms can be filled in there and then in less than 15 minutes, and staff will be available to help you and to answer questions. The information you provide is crucial for us to ensure your child has a smooth transition into our school.

Wednesday 24th August 9.30-12.30
Thursday 25th August 9.30-12.30
Friday 26th August 10.30- 2.30
Wednesday 31st August 9.30-12.30
Thursday 1st September 13.00-15.00

Further information about uniform, term dates, parents' evenings etc can be found on the school website, **www.risca.org.uk**, and here too you will find links to our Twitter and Facebook* pages for important updates.

If forms are submitted after 3pm on Thursday 1st September your child may not be able to start on the first day of term, which is Monday 5th September.

*The Facebook page will be off-line from Friday 22nd July until Wednesday 24th August

John Kendall
Head Teacher
19th July 2016