



Diocese of Westminster
London Borough of Brent

Our Lady of Grace Catholic Infant School

Dollis Hill Avenue, London NW2 6EU

Telephone: 020 8450 6757 / Fax: 020 8452 1501

www.ologinfants.brent.sch.uk

Headteacher: Mrs P Bourne
Deputy Head: Mrs P Geraghty

September 2026

Dear Parent(s)/Legal Guardian

Application for In-Year School Admission 2026-27

All parent/guardian(s) who wish to apply for a school place at Our Lady of Grace Catholic Infant School at any time in the year will need to complete a Primary In Year Application Form and Supplementary Information Form and return these documents to the School Office. Please also refer to the Governors' Policy for admission to our Infant School.

The information given in the Supplementary Information Form and your accompanying documents will be used to assist the Admissions Committee in allocating places in the event of a vacancy becoming available in your child's year group.

Please visit our website for further information relating to our school: www.ologinfants.brent.sch.uk. If you would like a tour of the school with your child, please contact our School Office on 020 8450 6757.

We will be accepting applications via email for this year, but please ensure that **all** of the required documents to accompany your application are sent at the same time. Our Governing Body will only consider and rank your application based on the documents provided. Please email your application and accompanying documents to: admissions@ologinfants.brent.sch.uk. Alternatively, you can hand your documents to the School Office.

You will need to return the following documents:

1. Primary In Year Application Form, fully completed, signed and dated.
2. Supplementary Information Form: completed, signed and dated.
3. A copy of your child's Baptism Certificate (if applicable) and proof of date of birth.
4. Proof of address: Council Tax bill **and** a current utility bill.

The school will advise you of the outcome of your application within 10 working days of receipt of a fully completed in-year application and supporting documents.

Yours faithfully

Mrs P Bourne
Headteacher



