



## How to apply for a place in St Monica's

Please see here for the link to our Prospectus - [St Monica's C/W Primary School Prospectus](#)

Mrs Cuthbert (Head Teacher) is very happy to meet with prospective parents should they wish to know more about the school and the curriculum offered. If you would like to book an appointment to meet with her or have any further questions please contact the school office.

Telephone Number 029 2023 3925

If your child is currently aged either 3 or 4 and you would like to apply for a place for September 2024, please complete your application using the Cardiff Citizen's Portal. Applications for our Reception class (September 2024) won't be accepted on this portal after 8th January 2024.

[https://emsonline.cardiff.gov.uk/CitizenPortal\\_LIVE/en](https://emsonline.cardiff.gov.uk/CitizenPortal_LIVE/en)

If your child is already of statutory school age (born before 31/08/2019) or you are applying for a place in our Reception class (after 8th January 2024), please use this form to apply. Please use a separate form for each child if you have more than one child you are applying for.

[St Monica's Application Form - in year or late applications](#)

You should receive a confirmation email to say that we have received your application within 5 working days. All applications are looked at by the Admissions Committee. We aim to let you know if your application has been successful within 10 working days from the receipt of your application form.

If we are not able to immediately offer a place in St Monica's for your child, we will offer you a place on our waiting list. Any information we hold from this form will be deleted at the end of each academic year, or sooner, should you request it.

Thank you for considering an application to St Monica's CW Primary School.