



St Thomas More Catholic Primary School

Lewis Road | Cheltenham | Gloucestershire | GL51 0HZ

Email: admin@st-thomasmore.gloucs.sch.uk

IN-YEAR APPLICATION FORM			
PLEASE NOTE: <i>There is a different procedure for children with an Education, Health and Care Plan (EHCP). If your child has an EHCP, please do not complete this form but contact the Special Educational Needs Team of the Local Authority to apply for a place.</i>			
CHILD DETAILS:			
Full Name of Child			
Date of birth:	__ / __ / __	Year Group:	
Home address (<i>this must be the address where your child is normally resident. Evidence of address may be required</i>). If you're moving to a new house, you must provide independent confirmation of the new address e.g. a solicitor's letter confirming exchange of contracts and a completion date or a copy of a rental agreement.			
			Postcode:
When would you like this child to be admitted?	__ / __ / __		
Is this child in the Care of a Local Authority or was this Child in Care until being adopted, made the subject of a child arrangements order or made the subject of a special guardianship order?	If Yes, please give details, including who the school can contact for confirmation e.g. name of Local Authority, name of Social Worker.		
Yes / No (<i>delete as applicable</i>)			
Is the child a Catholic?	If Yes, you must provide a copy of a certificate of baptism or of reception into the Church. See Supporting Evidence below.		
Yes / No (<i>delete as applicable</i>)			
Is the child a Catechumen?	If Yes, you must provide a copy of a certificate of reception. See Supporting Evidence below.		
Yes / No (<i>delete as applicable</i>)			
Does this child have a brother or sister attending the school?	If Yes, please give the full name and date of birth.		
Yes / No (<i>delete as applicable</i>)			

Has the child been permanently excluded from two or more schools in the last two years? Yes/ No (<i>delete as applicable</i>)	If Yes, please give dates.
If you wish, you may give reasons for wishing your child to be admitted to the school:	

APPLICANT DETAILS:			
Your name:	Relationship to the child:		
Your address (<i>if different to the child's address</i>):			
Postcode:			
Daytime telephone number:		Email address:	
Do you have parental responsibility for the child? If No, please explain why you are applying, rather than a person with parental responsibility.		Yes / No (<i>delete as applicable</i>)	

Supporting Evidence

1. **'Catholic'** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. For someone to be treated as Catholic, written evidence of Catholic baptism or reception into the Church must be provided with your application. This will normally be a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. A looked after child living with a family where at least one of the parents is confirmed as being Catholic, will be considered as Catholic.
2. **'Catechumen'** means a member of the catechumenate of a Catholic Church. For someone to be treated as a Catechumen, written evidence must be provided with your application. This will normally be a certificate of reception into the order of catechumens. Children must be at least 7 years old to be a Catechumen, so the Oversubscription criterion category no. 5 of our admissions policy, cannot be applied to any child less than 7 years old.

Admissions Policy

Applicants are advised to read the school's admissions policy, that includes the Oversubscription criteria that would be used if there are more applications than places available. The policy is available on the school website and from the school office.

Declaration

I confirm that the details in this application are accurate.

Signature.....**Date**.....

Please return this form, and any supporting evidence if applicable, to the school using the above postal or email address.

Data Protection Act Information

As an organisation we comply with the General Data Protection Regulations (GDPR) and the Data Protection Act 2018. Individuals have a right to be informed about how St Thomas More Catholic Primary School uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data. These privacy notices explain how we collect, store and use personal data about pupils, parents, staff and all those involved in our school. They can be found on our school website: <https://www.st-thomasmore.gloucs.sch.uk/policies/>

We, St Thomas More Catholic Primary School, are the 'data controller' for the purposes of data protection law. Our Data Protection Officer is Karen Wilkinson and can be contacted by email at dpo@romeroservices.co.uk