



**DIOCESE OF WESTMINSTER**

**St Cuthbert Mayne Catholic Junior School**



## In-Year Admissions

- This form must be completed for an In-Year Admission.
- Please read St Cuthbert Mayne's Admission Policy and notes 1 to 12, noting in particular any faith criteria before completing this form.
- Please complete this form using black ink and CAPITAL LETTERS
- **You must include two recent (within the last 3 months) forms of address evidence.** One must be a council tax bill, utility bill, solicitor's letter showing completion date or a signed tenancy agreement. Please do not send originals. (See note 11)
- If moving/returning to the UK, you must also provide evidence of your arrival. This can be flight itinerary, boarding passes or ferry/train tickets.

**We cannot process an application without evidence of your address.**

## Section 1: Your child's details

Date place is required*:	
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\*Places are offered on the basis that they will be taken up within 10 school days. Please do not apply more than 4 weeks in advance of the date you require a place unless you are a service family.

### Your child's details:

First name	Middle name(s)	Family name/Surname
Date of birth	Current Year Group*	Female / Male

\*The school will allocate a place into the usual year group based on your child's date of birth. If you wish your child to be educated in a different year group to that indicated by their date of birth, please provide further details with this form.

<b>Your child's current address and postcode</b>	Current address
We check addresses and we will withdraw our offer of a school place if you give a false address	Postcode

<b>Your child's new address and postcode</b>	<b>If you are moving house, please provide the new address below:</b>
Date of move*	Postcode

\*Please ensure you enclose proof of your new address including the move date. This can be either a solicitor's letter confirming completion or a copy of the formal lease agreement.

If you are moving to a rental property, please provide evidence that you have sold or are in the process of selling your previous property, or that a previous lease agreement has ended. We will not be able to take into account a new address without proof as referred to above.

## Section 2: Application details

**Religious Status of child (please indicate by placing a tick in the appropriate box – please note that a tick should be indicated in only a single box)**

Criteria	Tick Box	Evidence [insert details in accordance with the Notes below from pages 5-7 in the Admissions Policy]
1. Catholic (see note 3)	<input type="checkbox"/>	
2. [Other] Catholic (see note 3)	<input type="checkbox"/>	
3. Catechumen (see note 4)	<input type="checkbox"/>	
4. Member of an Eastern Christian Church (see note 5)	<input type="checkbox"/>	
5. Member of other Christian denomination (see note 6)	<input type="checkbox"/>	
6. Member of other faith (see note 7)	<input type="checkbox"/>	

Catholic Parish in which your child lives:
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<b>Does your child have a sibling at the school? * If yes, please give details below:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Name:	<b>Male/Female:</b>
	<b>Date of birth:</b>

\*A sibling is defined as the sister, brother, half brother or sister, adopted brother or sister, child of the parent/carer or partner or a child looked after or previously looked after and in every case living permanently in a placement within the home as part of the family household.

<b>Does your child have an Education, Health and care Plan (EHCP)</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
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An EHCP is a document written by the local authority detailing the child's needs and the measures the school will take to help them. The SEN team at the local authority manage admissions for children with an Education, Health and Care Plan (EHCP) and your application will be passed to them.

<b>Is the child you are making an application for in the care of the Local Authority (Child Looked After)?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please indicate which local authority and include a supporting letter from the child's social worker and/or advisory teacher.	

<b>Was your child previously looked after but was then adopted or became subject to child arrangements order or special guardianship order?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide supporting evidence including a copy of the adoption order if applicable	

<b>Has your child been in state care outside of England, and ceased to be in state care as a result of being adopted or becoming subject to a child arrangements order or special guardianship order?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, it may be necessary to provide evidence of Internationally Adopted Previously Looked After Child (IAPLAC) status when applying the oversubscription criteria.	

<b>Has a Local Authority or Virtual School Head previously been involved with your child?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide the relevant contact details below	

<b>Are you applying under exceptional medical or social needs ?*</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
*You must include supporting professional evidence clearly demonstrating why your child's needs can only be met at one specific school. Please include all the evidence you wish us to consider as we can only consider the information received at the time of application. Rule 2 can only be re-considered if there has been an exceptional change of circumstances.	

<b>Are you applying under children of staff ?*</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
*Children of staff (teaching or non-teaching, full or part-time, who have worked at St Cuthbert Mayne for at least two years at the time of application), who live at the same address as that member of staff. This includes step-children and children of partners, where the children live with the member of staff. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.	

<b>Your child's current school</b>	
School Name	School Address
Date last attended (if your child has left):	

### Section 3: Your details

<b>Name of person making the application</b> (Usually a parent/carer)	Title	Initial	Family Name
<b>Address if different to that given above</b>			
<b>Daytime telephone number</b>			
<b>Email address</b> Our preferred way to contact you			
<b>Your relationship to the child</b>			

<b>Is the child living with you under a private fostering arrangement?</b> This is where the child lives with an adult who is not a close relative i.e. not a parent, grandparent, sibling, aunt or uncle.	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Do you have parental responsibility? *</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If no, please provide permission from the person(s) with parental responsibility confirming they are in agreement with the application.	

**Section 4: Parental declaration**

If you deliberately give false information, we may withdraw the offer of a school place.

**All of the information I have given on this form is correct and up to date.**

**I have read and understand the school’s admissions policy.**

**I understand that you will inform my child’s current school of this application**

**I understand that my child must be able to take up the allocated school place immediately and that the place may be withdrawn if not accepted within 10 school days.**

I confirm I have parental responsibility for this child and/or the agreement of all persons with parental responsibility

I enclose: Supporting evidence relating to the application.

Proof of address - **we cannot process the application without this.**

Your full name			
Your signature		Date:	

Please return this application form together with the school’s SIF to the office of:

**St Cuthbert Mayne Junior School**

**It is very important that you include all necessary documentation with your application in order to avoid any delays.**

**Checklist.** Have you enclosed:

- Copy of baptism or certificate of reception into the Catholic Church (where applicable).
- Letter confirming membership of a Christian denomination or other faith (where applicable).

The school is committed to protecting the information provided by parents/carers and using it only for the purpose for which it was obtained. For information on the school’s Privacy Notice please look on the school website under Privacy Notice or contact the school for a hard copy.