

APPLICATION FOR IN-YEAR ADMISSION TO ST TERESA'S CATHOLIC ACADEMY



All sections of this application form must be completed where applicable. Reference should be made to the school's admissions policy and the Parents' Guide to In-Year School Admissions to understand the basis on which your application will be considered by the school. Your completed application form must be returned to the school. Please use CAPITAL letters.

If you wish to apply for any other school in the Wokingham borough, you may apply to the Wokingham Borough Council by completing the form available at: www.wokingham.gov.uk/schools/inyear. The guide is available on the in-year page at www.wokingham.gov.uk/admissions.

SECTION 1 – APPLICATION INFORMATION

Date from which admission is required.	Day	Month	Year
Year Group Applying for			
Reason for your application (please tick as appropriate)	A Moving to the area from within the United Kingdom <input type="checkbox"/> B Moving to the area due to a posting to the area (applicable to Crown Servants and Service personnel) <input type="checkbox"/> C Moving to the area from abroad <input type="checkbox"/> D Moving within the local area <input type="checkbox"/> E Wanting to transfer schools but not moving <input type="checkbox"/>		

SECTION 2 – YOUR CHILD'S DETAILS

Child's full name	Legal Surname: First name: Middle name(s): Preferred Surname if different from above: Preferred First Name if different from above:
Please circle: Male Female	Date of Birth: Day Month Year

SECTION 3 – YOUR DETAILS

<p>Name and contact details of parent</p> <p>If you are caring for someone else's child for more than 28 days and you are not an immediate relative; you may be private fostering and it is a legal responsibility to contact the local authority on 0118 974 6243 or see council website</p>	<p>Parent 1 - Full name including title:</p> <p>Relationship to child:</p> <p>Parent 2 - Full name including title:</p> <p>Relationship to child:</p> <p>Do you have parental responsibility? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If no, please provide details.</p> <p>Home telephone: Mobile:</p> <p>Email:</p> <p>Current address:</p> <p>House number: House name:</p> <p>Street:</p> <p>Town/Village:</p> <p>County: Post code:</p> <p>Is this the child's address: Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Current address of child if different to parent</p> <p>Evidence of address will be required</p>	<p>House number: House name:</p> <p>Street:</p> <p>Town/Village:</p> <p>County: Post code:</p>
<p>Address of proposed new address, if moving</p> <p>Evidence of move will be required</p> <p>Please advise if there are any changes to these plans as this may affect the allocation of a school place.</p>	<p>Anticipated date of move:</p> <p>House number: House name:</p> <p>Street:</p> <p>Town/Village:</p> <p>County: Post code:</p> <p>New home telephone number:</p> <p>* Have you exchanged contracts or completed, or are you in receipt of a signed rental agreement for this property? (Please submit this information with your application when it is available).</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

SECTION 4 – CURRENT OR LAST SCHOOL	
<p>Child's current or last school</p> <p>Continue reasons for leaving on additional sheet of paper if there is insufficient space</p>	<p>Name of school:</p> <p>Address:</p> <p>School telephone number:</p> <p>Date of last attendance, if not currently attending:</p> <p>Year group: <input type="text"/></p> <p>Does your child have any fixed or permanent exclusions? If yes, please provide details below.</p> <p style="text-align: center;">Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Reason for leaving or reason for request to change school:</p>
<p>Please note that St Teresa's Catholic Academy may seek further information from your child's current school to verify information provided on this application form or to determine whether the Fair Access Protocol should be considered for your child's application.</p>	<p>Have you discussed the proposed change of schools with your child's current school?</p> <p style="text-align: center;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>

SECTION 5 – SCHOOL PREFERENCE

You are applying for St Teresa's Catholic Academy and this is your opportunity to give your reasons for your preference. Please refer to the Wokingham Admissions In-Year guide at www.wokingham.gov.uk/admissions

<p>Reasons for choice: (Continue reasons for choice on additional sheet of paper if there is insufficient space)</p>
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SECTION 6 – ADDITIONAL INFORMATION

<p>A Does your child have an Education, Health and Care Plan (EHCP)? If yes, please attach a copy</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>B Does your child have any additional needs that would require support? Please attach any relevant documentation, e.g. Medical letters or Speech & language consultations.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

C Is the child looked after or previously looked after by a local authority? Yes No
 Relevant supporting information will be required.

Name of local authority:

D Are you applying on grounds of serious medical, physical, psychological, or social need? Evidence from professionals will be required. Yes No

E Are you applying on denominational grounds?
 If yes, please supply a copy of a baptismal certificate or proof of church attendance. Yes No

F Does your child have a sibling(s) living at the same address **already attending** St Teresa's Catholic Academy? Yes No

Name of child	Date of birth	Name of school

G Does your child have a sibling(s) living at the same address **already attending** any other Wokingham Schools? Yes No

Name of child	Date of birth	Name of school

Please read the criteria at the end of this form and indicate the **highest category** (lowest number) applicable to your child, under which your application will be considered.

Category 1 – Catholic 'Looked After Children' or 'Previously Looked After Children' (please include the child's baptismal certificate & copies of paperwork relating to the adoption or fostering)

Category 2 - Baptised Catholic child (please include the child's baptismal certificate)

Category 3 - Non-Catholic 'Looked After Children' or 'Previously Looked After Children' (please include copies of paperwork relating to the adoption or fostering)

Category 4 – Members of Eastern Christian Church (please include the child's certificate of baptism)

Category 5 – Unbaptised child of baptised Catholic parents (please include the parent's baptismal certificate)

Category 6 – Children of other Christian Denominations whose membership is evidenced by a minister of religion.

Category 7 - Children of parents who are members of other faiths (please include a letter from faith leader confirming membership)

Category 8 – Other children (no evidence is required)

The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made

SECTION 7 – DECLARATION

Personal information contained in this form is subject to (EU) General Data Protection Regulations (GDPR). I understand that this information will be stored securely and may be shared with any appropriate agencies.

The school reserves the right to carry out further investigations and require additional evidence to verify information contained in this form, including contacting the child's previous school.

I enclose supporting information relating to (please tick):

Section 3 Section 6A Section 6B Section 6C Section 6D Section 6E

I declare that the information I have given on this form is correct and that I am the person with parental responsibility for the child named above.

I confirm that, to the best of my knowledge, the declared address will continue to be the child's residence beyond the start of school and I will inform the school of any changes.

I have read and understood the admission arrangements and criteria for St Teresa's Catholic Academy and have completed and submitted any additional or supplementary information forms which may be required.

I understand that applications can take 20 school days to process once all supporting evidence has been submitted.

I understand that any place offered may be withdrawn if I give false or misleading information.

Signature of
parent:

Date:

OVERSUBSCRIPTION CRITERIA

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children (see note 3)
3. Other looked after and previously looked after children. (see note 2)
4. Members of an Eastern Christian Church. (see note 4)
5. Unbaptised children of baptised Catholic parents (see note 3, please provide parent's baptismal certificate)
6. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 5)
7. Children of other faiths whose membership is evidenced by a religious leader. (see note 6)
8. Any other children. Within each of the categories listed above, the following provision will be applied. The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made (see note 7).

Notes (these notes form part of the oversubscription criteria)

1. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making an application to the school. A 'previously looked after child' is a child who was looked after but ceased to be so because he or she was adopted or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the admission authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.
3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child in the process of adoption and living within a family where at least one of the parents is Catholic. For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their parish priest who, can consult with the diocesan Catholic Academies and Schools Office if they need further guidance.
4. 'Eastern Christian Church' includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
5. "Children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above. All members of Churches Together in England and CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.
6. "Children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include: • A religion which involves belief in more than one God, and • A religion which does not involve belief in a God. Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.
7. Siblings (brother or sister) includes: (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
8. 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.
9. A child's "home address" refers to the address where the child usually lives with a parent or carer and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.