

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
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:
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>Full name:</p> <p>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>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>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)?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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B 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:

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

D Are you applying on denominational grounds?
If yes, a Supplementary Information Form should be attached to your application Yes ☐ No ☐

E 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

F 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

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 6B ☐ Section 6D ☐ Other ☐

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:



SUPPLEMENTARY INFORMATION FORM FOR 2021-22

Child's Name:	
Date of Birth:	
Name of Parent or Guardian:	
Address:	
	Postcode:
Home Tel No:	Mobile No:
Email:	

Please read the criteria on the reverse of this form and indicate the **highest category** (lowest number) applicable to your child, under which your application will be considered. Please ensure you submit a copy of a utility bill for all categories as proof of address.

Category 1 – Catholic 'Looked After Children' or 'Previously Looked After Children'
(please include the child's baptismal certificate or certificate of reception)

Category 2 - Baptised Catholic child with a baptised Catholic sibling in attendance at St Teresa's School
(please include the child's baptismal certificate or certificate of reception)

Category 3 - Baptised Catholic child (please include the child's baptismal certificate or certificate of reception)

Category 4 - Non-Catholic 'Looked After Children' or 'Previously Looked After Children' (no evidence required)

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

Category 6 - Other pupils with a sibling at the school (no evidence required)

Category 7 - Child of parents who are practising members of other Christian denominations
(please include a letter from faith leader confirming membership)

Category 8 - Children of parents who are members of other faiths
(please include a letter from faith leader confirming membership)

Category 9 – Other children (no evidence is required)

OVERSUBSCRIPTION CRITERIA

The Governing Body will consider all applications equally, irrespective of ability or need and without reference to the positioning in the ranked list on the application form. In the event of more than 45 applications being received, places will be allocated strictly in the following order of priority:

1. Catholic* 'Looked After Children' or 'Previously Looked After Children'***
2. Baptised Catholic* children with a baptised Catholic* sibling in attendance at St Teresa's School (not including the pre-school) at the time of application and expected to still be there at the time of entry to the school. (Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling)
3. Baptised Catholic* children
4. Non-Catholic 'Looked After Children' or 'Previously Looked After Children' ***
5. Unbaptised children of baptised Catholic* parents
6. Other pupils with a sibling at the school, not including the pre-school (sibling defined as in 2 above)
7. Children of parents who are practising members of other Christian denominations who belong to other churches and ecclesial communities which, acknowledging 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 of CYTUN are deemed to be included in this definition**
8. Children of parents who are members of other faiths**
9. Other children

***For the purposes of these admissions arrangements, a baptised Catholic means a person baptised in a church which is in communion with the See of Rome or a person received into the Catholic Church. Proof of baptism is required.**

**** If application is being made for a place at the school as a member of another Christian denomination or another faith a letter confirming membership of that Christian denomination or faith and signed by the appropriate minister of religion or faith leader, will be required. The letter should be provided at the same time as this form is returned to the school.**

***** A 'Looked After Child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions at the time of making an application to a school. 'Previously Looked After Children' are children who were looked after, but ceased to be so because they were adopted. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders) or became subject to a child arrangements order 18 or special guardianship order 19).**

In compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked you to provide on this form.

1. St Teresa's is an Academy within the Frassati Catholic Academy Trust. The Academy Trust is the Data Controller.
2. Being a Catholic education provider, we work closely with the School's Diocesan Authority, the School's Trustees, the Local Authority, the Catholic Education Service and the Department for Education, and may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.
3. The person responsible for data protection within our organisation can be contacted by email dpo@st-teresas.wokingham.sch.uk with questions relating to our handling of the data.
4. We require the information we have requested for reasons relating to our functions as the admission authority of the School.
5. It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR).
6. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
7. It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR).
8. If the application is successful, the information you have provided on this form will be migrated to the School's enrolment system, and the data will be retained and processed on the basis of the School's fair processing notice and data protection policies which apply to that data.
9. If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the School's data retention policy.

To read about individual rights and/or to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by contacting the Frassati Catholic Academy Trust. Please refer to the complaints procedure <https://www.frassati-cat.com/policies>. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioners Office via their website at: ico.org.uk.