



The Catholic School of Saint Gregory The Great

I have come so that they may have life and have it to the full - John 10:10

SCHOOL USE ONLY	Date received:	Has proof of address and D.O.B been provided:	If place NOT offered, have parents been advised of appeal process:
	School place offered: Yes/No		
	Expected start date:	Number on Roll in this year group including place being offered:	Date parent referred back to In Year Admissions:

IN-YEAR APPLICATION FORM

PLEASE NOTE: 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.

CHILD DETAILS

Surname		Home address & Postcode: <i>(this must be the address where your child is normally resident. Evidence of address may be required).</i> <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.</i>
First Name		
Date of Birth	____ / ____ / ____	
Gender	Male ☐ Female ☐	
Year Group		
Name and telephone number of current/last School		
Is your child currently in school? <i>If yes please name the school.</i>	YES ☐ NO ☐	
Start Date required?	____ / ____ / ____	
Child's Nationality & Country of Birth		
Is the child Catholic?	YES ☐ NO ☐ <i>If Yes, you must provide a copy of a certificate of baptism or of reception into the Church. See Supporting Evidence below.</i>	
Is the child a Catechumen?	YES ☐ NO ☐ <i>If Yes, you must provide a copy of a certificate of reception. See Supporting Evidence below.</i>	
Is there a sibling already in school?	YES ☐ NO ☐ <i>If Yes, please give the full name and class below:</i>	

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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?

See Definition below.

YES ☐ NO ☐

If Yes, please give details below, including who the school can contact for confirmation e.g. name of Local Authority, name of Social Worker.

Was this child in state care outside of England and then ceased to be in state care as a result of being adopted?

See Definition below.

YES ☐ NO ☐

If Yes, has a Local Authority and/or a Virtual School Head had any involvement with this child?

YES ☐ NO ☐

Does your child have a Social Worker?

YES ☐ NO ☐

If yes, please give details below.

Does your child have an EHCP (Educational Health and Care Plan)?

YES ☐ NO ☐

If yes, please give details below.

Has the child been permanently excluded from two or more schools in the last two years?

YES ☐ NO ☐

If Yes, please give dates & reason for exclusion

If you wish, you may give reasons for wishing your child to be admitted to the school:

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APPLICANT DETAILS			
Your name:			
Relationship to the child:			
Do you have parental responsibility for the child?	YES ☐ NO ☐ <i>If No, please explain below why you are applying, rather than a person with parental responsibility.</i>		
Your address & postcode			
Home telephone number:		Mobile telephone Number	
Are you a serving member of the Armed Forces or Crown Servants such as GCHQ personnel?	YES ☐ NO ☐		
Email address:			

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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.

Definition

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 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 including those who appear to the governing body to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Where appropriate, the school may request parents/carers to provide evidence to confirm that a child meets this definition.

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.

Local Authority

This application and/or details of it may be shared with the Local Authority, as the school is legally required to notify the Local Authority of all applications it receives. Applications for Looked After and Previously Looked After Children may also be shared with any relevant Local Authority and/or Virtual Schools Head, to help determine Looked After or Previously Looked After status.

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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