

Academic Year 2017/18



School Stamp:

Date:

Note: Your application will not be processed without your current school stamp.

In-Year Application to

# St Edmund's Catholic School

Voluntary aided

Headteacher: Mr S Graham BSc, NPQH

Date form received:     /     /  
(School use only)

**I can do all things with the help of God  
who strengthens me.  
Philippians (4:13)**

St Edmund's is a Catholic Voluntary Aided School open to boys and girls aged 11 to 16 of all abilities. The School was established by the Roman Catholic people of Portsmouth to provide a Christian education for their children within the discipline and tradition of the Catholic Church. The fundamental aim of the School today is to present a clear Christian philosophy and way of life, providing opportunities in which Christian values may develop. We ask all parents applying for a place at St Edmund's Catholic School to respect our Catholic ethos and its importance to the School community. This does not affect the right of parents who are not of the faith of this School to apply for and be considered for a place here.

## **Please read these notes before completing your application form.**

If you have any queries regarding your child's application or would like help completing your form, please contact the Admissions Secretary at the School on: 02392 823766 ext: 231 or email:

[nwhite@saintedmunds.org.uk](mailto:nwhite@saintedmunds.org.uk)

- **Please read the whole form carefully before making your application to ensure that you complete all the appropriate sections.**  
It is essential that your application form is completed correctly otherwise the application process will be delayed.
- **Proof of address will be required** with the completed application.
- A copy of your child's **birth certificate will be required** with the completed application.
- If applying from overseas, a copy of yours and your child's **Passport/Visa will be required** with the completed application.
- If evidence or documentation is required to support your application, this must be relevant and returned with your form.  
It is your responsibility to provide the evidence required. You are encouraged to check the relevance of this information with the Admissions Secretary before you submit your application. If evidence is not returned with your child's form, your application may not be considered under that criterion.
- If you are applying for a Year 10 or 11 place, please be aware that it may not be possible to match your child's curriculum needs, especially if your child has already started his or her GCSEs. Please contact the School for further information regarding GCSE options available.
- Please do not use this form if your child has a statement of special educational need (SEN) or an Education, Health and Care plan. Please contact the SEN team on 02392 841 238.

**Please return your completed form  
and evidence required to:**

**The Admissions Secretary  
St Edmund's Catholic School  
Arundel Street  
Portsmouth  
PO1 1RX**

**You can download this form and the  
Supplementary information form  
from our website:**

[www.saintedmunds.org.uk](http://www.saintedmunds.org.uk)



## Section 1 – Pupil Information

Surname:

Forename:

Date of Birth:

Male or Female:

Address:

This address should be the permanent address at which the child is living with his/her Parent(s)/Carer(s).

Postcode:

Current or previous School:

Date last attended:

Year group required:

Start date required:

## Section 2 – Reason for application

Please give the reason for your application by ticking the appropriate box and providing the evidence as requested.

1. Moved to area or moving house  Yes  No (go to question 2)

Is this a:  Family move?  Child move?

Previous address:

Is the move due to a new posting as Crown Service or Service Personnel?  Yes  No

Have you recently moved into the country?  Yes

Country:

2. Do you wish to change schools because your child is experiencing problems, or you are not happy with the current school?  Yes  No

(If yes, please answer the following supplementary questions)

Have you been in contact with the Headteacher or other member of school staff at the child's current school?  Yes  No

If yes, please give details of your concerns on the enclosed form. If no, you are advised to contact your child's current school to try and sort out any problems.

### Section 3: Application Assessment

Please answer all the questions that relate to your child's application and return relevant evidence with application.

Tick the box if the answer is yes, leave blank if the answer is no.

**Child is a baptised Catholic.**

If you have ticked this criterion, please complete the supplementary information form. A copy of the Baptism Certificate **must** be returned with the application.

**Child looked after – or previously looked after by a local authority.**

If you have ticked this criterion please complete the Looked After Child section.

**Is your child being prepared to be received into the Catholic church (catechumens)?**

If you have ticked this criterion, please complete the supplementary information form.

**Child whose parents are baptised Catholic.**

If you have ticked this criterion, please complete the supplementary information form. A copy of the parent(s) Baptism Certificate **must** be returned with the application.

**Child who is a member of Eastern Orthodox Churches.**

If you have ticked this criterion, please complete supplementary information for. A copy of the Baptism Certificate **must** be returned with the application.

**Brother or sister on roll or applying for a place for brother or sister?**

(If brother(s) or sister(s), including step-brother(s) and step-sister(s) living in the same household, already attend, and will continue to attend.

Name:

Current Year Group/Year Group applied for:

**Child who is a member of another Christian denomination.**

If you have ticked this criterion, please complete a supplementary information form.

**Child who is of another faith tradition.**

If you have ticked this criterion, please complete the supplementary information form.

Please state faith:

Any other reason:

### Section 4: Looked after child.

**Looked after child.**

If you are making an application for a looked after child by a local authority (ie: in the local authority care or provided with accommodation by the local authority for a continuous period of more than 24 hours) please complete the following section.

Linked social worker:

Telephone number:

Previously looked after child – A child previously looked after and then immediately

a) Adopted b) subject to a residence or special guardianship order.

Please provide a copy of the relevant court order.

## Section 5: Parent(s) Carer(s) information

Mr/Mrs/Miss/other:

Address if different to child:

Surname:

Forename:

Relationship to child:

Home Telephone number:

Work/mobile telephone:

Email address:

## Section 6: Further information

Home language spoken:

## Section 7: Declaration

The School reserves the right to verify information given on this form. Any offer of a place will be on the basis that the information supplied is accurate and up to date. Please read the declaration below and sign the form.

**I certify that the information given on this form is to the best of my knowledge correct.**

**I understand that any place offered will be withdrawn if I give false information, even if my child has started at the new school.**

Signature of parent/carer:

Print name:

Date:

## Data Protection

St Edmund's Catholic School will process your personal information in accordance with the Data Protection Act 1998. The personal details provided by you will be held within a system database, and where the law allows, may be shared with other departments within the school and the local authority to update details they hold about you and provide new and improved services. The School may also be required to disclose personal information to other third parties such as police, Audit Commission or Department of Work and Pensions, for the purposes of preventing or detecting crime, fraud or apprehending or prosecuting offenders.



# St Edmund's Catholic School IN YEAR TRANSFER 2017/18

**ADDITIONAL INFORMATION** – it will help us process your application if you can provide the following information about your child.

## Section 1

Do you wish to change schools because your child is experiencing problems or you are not happy with the current school?

YES  NO  (if no go to section 3)

If yes, please give a brief description of your concerns:

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.....  
.....

## Section 2

Have you had meetings with school staff about your child's problems or your concerns?

YES  NO

If yes, please list any meetings with dates and member of school staff involved:

.....  
.....

If no, please give reasons for not meeting with school staff:

.....  
.....  
.....

## Section 3

Has your child had any of the following at their previous or current school? (please tick box)

- |  |                          |  |                          |
|--|--------------------------|--|--------------------------|
| Permanent exclusion  | <input type="checkbox"/> | Fixed Period Exclusion   | <input type="checkbox"/> |
| Pastoral Support Programme (PSP)   | <input type="checkbox"/> | Placed on School Action/School Action Plus (for children with special educational needs) | <input type="checkbox"/> |
| Involvement with the Attendance monitoring Service for attendance issues |                          |  | <input type="checkbox"/> |

Please give details if you have ticked any of the above:

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