



ST MARY'S CATHOLIC SCHOOL
 Windhill, Bishop's Stortford, Herts CM23 2NQ
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 Headteacher: Mr A J Celano BSc(Hons) MEd



APPLICATION FOR ADMISSION

Before completing this form please read the School's Admission Criteria. All parts of the application form must be completed.

APPLICATION FOR YEAR(7-11) PLACE REQUIRED FROM(date)

PART ONE

Child's surname/forename.....

Child's permanent address*

..... Postcode

Tel (home) Date of birth/...../..... (Please circle) Male/Female

Names of parent(s)

Tel (work/father) Tel (work/mother)

If either parent's address is different from above, please indicate below:

Name of parent

Address

.....Tel work/home.....

Note below any other person who has parental responsibility for your child:

Title, initials and surname

Please answer the following questions:

a) Does your child have brothers/sisters currently attending St Mary's? YES NO
 Name Form

b) Does your child have brothers/sisters that previously attended St Mary's? YES NO
 Name Year of Leaving.....

c) Does your child currently attend a Catholic school? YES NO

All applicants should note that if a pupil is currently on the roll of another secondary school, a reference will be sought from that school before an offer of a place is made.

d) Name of child's present school

Address

.....Tel no

*A permanent address is one where either:

- a) a child resides currently with a parent or guardian in the family's sole home,
- b) contracts have been exchanged on a property to be the family's sole home,
- c) a lease has been taken out on a property to be the family's sole home or
- d) the address of the parent with whom a child normally resides is on the electoral roll.

In the case of (a) or (d), please supply a utility bill that is dated within the last 4 months and is in the name of at least one parent or guardian

In the case of (b) or (c), please supply a copy of the contract or lease, or a solicitors letter of confirmation.

PART TWO

Please answer all the following questions:

a) Is your child baptised? YES NO

b) Date and place of baptism
(A copy of the baptismal certificate should be attached to this form. Duplicates are normally available from the church where the ceremony was held).

c) Denomination (please tick)

Catholic*	Other Christian (please specify)	Non-Christian (please specify)
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*a member of a Church in full communion with the See of Rome, including the Eastern Rite Churches as defined in the notes to the admissions criteria

d) Does your child regularly attend a Church or other place of worship? YES NO

e) Name of parish, Church or place of worship

f) Name of Priest, Vicar or Minister
(Practising Christians who are not Catholic should include with their application, a letter of support from their priest or minister of religion confirming regular church or chapel attendance).

PART THREE

(Having regard to the criteria for admission to St Mary's please state your reasons for choosing St Mary's for your child. Applicants applying under the non-Catholic criterion should state why they require a specifically Christian education in a Catholic school).

All applicants must be fully supportive of the Christian aims and ethos of the school.

Signature of Parent Date

The information provided on this form is subject to the Data Protection Act 1998. Your signature on the bottom of this form gives us consent to process this information for use by the school and the Local Education Authority. The information provided will also be disclosed to the governing body and the parents association. Should you wish to obtain a copy of the information held by the school relating to you or your child(ren) at any time you may do so by writing to the school.

INFORMATION FOR ADMISSION

(Supplementary Information Form [SIF])

CHECK LIST

After carefully reading the Admissions Criteria please specify in the box provided under which single Criterion you wish your child to be considered and provide the necessary documentation as indicated below to support your application.

Please indicate whether you are providing originals or copies as all original supporting documentation will be copied and returned with your receipt.

Criteria	Document	Copy	Original
Everyone to provide	Proof of Permanent Address (see notes at the bottom of Part 1), this should be either a Utility Bill, Bank Statement, Copy of Lease or Confirmation of Exchange of Contracts - no more than 4 months old		
	Child's Birth Certificate / Passport		
Additional Documents for Specific Criteria			
1	Baptismal Certificate		
	Proof of Court Orders		
2	Baptismal Certificate		
3	Baptismal Certificate		
4	Baptismal Certificate		
5	Baptismal Certificate		
6	Proof of Court Orders		
7	Proof of catechumen or Baptismal Certificate		
8	No additional documents required		
9	No additional documents required		
10	Supporting letter from Minister, signed by the Minister		
11	No additional documents required		

Failure to provide all the relevant documents at the same time as your supplementary information form will place you in the criterion for which you have provided documents. Failure to provide proof of address and child's identity or to complete the supplementary information form will automatically place this application in Criterion 11.

I/We confirm that I/we have provided all the supporting documentation required to support our request for admission under the Criteria stated above.

Signature of Parent/Guardian Date