

Sixth Form Application Form A, September 2020 entry – external applicants

St Mary's Catholic School
Windhill
Bishop's Stortford Herts
CM23 2NQ



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Please complete this form in full and submit it to Miss V Workman, Director of Sixth Form, no later than 6th December 2019. Any queries should be addressed in the first instance to the Director of Sixth Form at info@stmarys.net. Information about appeals is contained within the Sixth Form Admissions Policy.

This application form should be read and completed in conjunction with the Sixth Form Information Booklet together with the School Prospectus. These can be found on the School website.

The families of children who are seeking admission to St Mary's, must be fully aware of the aims of the school in seeking to implement the Catholic Church's mission in Catholic Education and are expected to be fully supportive of the Christian ethos of the school.

Part One

Child's surname _____ forename/s _____

Date of birth: _____ name(s) of parents/guardians: _____

Child's permanent address¹ (please provide proof – see notes below)

_____ Postcode _____

Home tel: _____ Parents email: _____

Parent/carer mobile: _____ Alternative contact number: _____

If either parent/guardians address is different from above, please indicate below:

Parent/carer: _____ Tel work/home: _____

_____ Postcode _____

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

¹ A permanent address is one where either:

- a child resides currently with a parent or guardian in the family's sole home,
- contracts have been exchanged on a property to be the family's sole home,
- a lease has been taken out on a property to be the family's sole home or
- 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 or bank statement 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.

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Relationship to child: _____

Title, initials surname, address, telephone: _____

Part Two

a) Is your child baptised? **Yes*/No**

b) If yes: Date and place of baptism: _____

**If yes, 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:

Catholic**	Other Christian (please specify)***	Non-Christian (please specify)
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**a member of a Church in 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 parish in which you are resident _____

g) 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.

If any of the child's parents/guardians are an employee of St Mary's Catholic School please provide details below. **Yes/No**

Name: _____ relationship to child: _____

Declaration and Signature

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.

External applicants: 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 12. Please remember to provide a statement of official predicted grades from your current school. Failure to supply this may result in you not being offered a place. **Please now use the checklist at the end to ensure you are sending all of the necessary documentation.**

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I hereby declare that all of the information provided in this application form is true and accurate and complete to the best of my knowledge. I understand that the supply of incorrect information, or failure to supply information when asked, may result in not being offered a place, or an offer of a place being withdrawn.

Student Signature:

Parent/Carer Signature:

Date:

Date:

Date Received:	Interview Date:
Date Reference Received:	Place Offered:

Checklist			
Criteria (see policy)	Document	Copy	Original
All applicants	Proof of permanent address (see notes in Part One of the form), this should be either a Utility Bill, Bank Statement, Copy of Lease or Confirmation of Exchange of Contracts – no more than 4 months old. A statement of official predicted grades must also be supplied.		
Additional documents for specific oversubscription criteria. Please supply the relevant documentation for your criteria.			
1.	Baptismal Certificate		
	Proof of Court Order		
2.	Baptismal Certificate		
3.	Baptismal Certificate		
4.	Baptismal Certificate		
	CCP confirming family are practicing their faith		
5.	Baptismal Certificate		
6.	Baptismal Certificate		
7.	Proof of Court Order		
8.	Proof of catechumen or Baptismal Certificate		
9.	No additional documents required		
10.	No additional documents required		
11.	Supporting reference from minister		