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# ST MARY'S CATHOLIC SCHOOL

Windhill, Bishop's Stortford, Hertfordshire CM23 2NQ  
T: 01279 654901 | E: [info@stmarys.net](mailto:info@stmarys.net) | W: [stmarys.net](http://stmarys.net)  
Headteacher: Mr T Johnston, BA (Hons) NPQH

Part of the St Francis of Assisi Catholic Academy Trust



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## Course Choices:

Please refer to the **Sixth Form Course Information** Booklet for the pathways and courses available, general entry criteria and specific entry criteria for any given course. St. Mary's will use your GCSE Grades to determine your Post- 16 Programme of Study. We offer five Curriculum Pathways for students in our Sixth Form.

Please remember that your choices are important as it may not be possible to change to another subject at a later date. All requests for changes should be made in writing to Mr Noble, Director of Sixth Form.

PATHWAY:		For internal use only		
	Course	GCSE Target Grade	GCSE Result	Offer
Choice 1				
Choice 2				
Choice 3				
Reserve 1				
Reserve 2				

## 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 child's current school. Failure to supply this may result in your child not being offered a place.

**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or failure to supply information when asked, may result in not being offered a place, or an offer of a place being withdrawn.**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:

Date:

Parent / Carer Signature:

Date:

Date Received:	Interview Date:
Date Reference received:	Place offered

Please complete this form in full and submitted via email to Mr Noble, Director of Sixth Form at [admissions@stmarys.net](mailto:admissions@stmarys.net) no later than

**Friday 8<sup>th</sup> December 2023**



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# EXTERNAL APPLICATION FOR ADMISSION TO SIXTH FORM

## ADMISSIONS PRIVACY NOTICE FOR ST MARY'S CATHOLIC SCHOOL

St Mary's Catholic School is a data controller for the purposes of the Data Protection Act 2018 and is committed to dealing with your information safely and securely. We need to collect and share information in order to fulfil our obligations as an admission authority. We take our responsibility to protect your data seriously and we will use it in accordance with the legal requirements of the Data Protection Act 2018.

We will comply with the School Admissions Code, which has the force of law. In respect of in-year admissions, St Mary's Catholic School is the admissions authority for this school. The information you provide to us on your Supplementary Information Form (SIF), any supporting papers or appeal documentation you provide will be used to:

- Process your application
- Consider Admission Appeals

### We may also use this data for the following purposes:

- Forward planning as part of school budget, forecasting and reorganisation proposals
- To assist in the development of policy proposals
- For the prevention and/or detection of crime or fraud
- For research and statistical purposes when we will ensure that statistics are developed in such a way that individual children cannot be identified.

### In order to administer admissions to this school the following information may be collected by us:

- Name and date of birth
- Address where the child ordinarily lives at the time of application, which will be used for distance calculation purposes
- Supplementary information i.e. information on religious affiliation and status
- Parent name and contact details
- Details of baptism and/or Catholic practice
- Information on parish of residence.

### Agencies we will share the information with:

- The Department for Education, to comply with statutory data collections
- The LA, to verify the information provided so that the admission scheme/process can be accurately administered
- Admission Appeal panels
- The Schools Adjudicator, in response to any objections raised
- In Year Fair Access Panel, where applicable, to enable them to appropriately place complex admissions
- The Local Government and Social Care Ombudsman, when investigating maladministration of school admissions and admission appeals.

### School Retention Policy:

If the student is successful in applying then we retain their records until they reach the age of 25. If the student is unsuccessful their data is held for one year after the resolution of their case.

**For further information please refer to the Privacy Policy on the School website or contact: Mrs L McMillan, Admissions Officer on 01279 654901**



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## EXTERNAL APPLICATION FOR ADMISSION TO SIXTH FORM

*Please read the School's Admission Criteria and then complete this form in full and legibly*

Please complete this form in full and submit to Mr Noble, Director of Sixth Form, no later than Friday 8th December 2023. Any

queries should be addressed in the first instance to Mr Noble at [admissions@stmarys.net](mailto:admissions@stmarys.net).

### **PART ONE**

Student's Surname: .....

Student's Forename(s).....

Child's permanent address (please provide proof—see notes below\*):

.....

.....

Postcode .....

Date of birth: ...../...../ ..... Gender: Male / Female (optional—delete as appropriate)

Home telephone number: .....

**\*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 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 solicitor's letter of confirmation.**

### **PART TWO**

Name of Mother/Guardian: .....

Contact email address (optional): .....

Daytime contact telephone number: .....

Alternative contact number: .....

Name of Father/Guardian: .....

Contact email address (optional): .....

Daytime contact telephone number: .....

Alternative contact number: .....



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

Name of parent: .....

Address: .....

.....

.....

### We are open to all, and will offer places in the Sixth Form to students of all faiths and none.

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 THREE (please answer all the following questions)

a) Is your child baptised? YES NO (delete as appropriate)

b) Date and place of baptism:

.....

c) Denomination: CATHOLIC\* OTHER CHRISTIAN OTHER RELIGION (delete as appropriate)

d) If other Christian, please specify: .....

e) If other religion, please specify: .....

\*a member of a Church in communion with the See of Rome, including the Eastern Rite Catholic Churches as defined in the notes to the admissions criteria.

f) Does your child regularly attend a Church or other place of worship? YES NO (delete as appropriate)

g) Name of parish, Church or place of worship: .....

h) Name of parish in which you are resident: .....

i) Is either of the child's parents/guardians an employee of St Mary's Catholic School: YES NO (delete as appropriate)

Name: ..... Relationship to child.....

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

I/We 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.

Signature of Student: ..... Date: .....

Signature of Parent/Guardian ..... Date: .....

### Office use only:

Date Received:		Interview Date:	
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Date Reference Received:		Place Offered:	
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## INFORMATION FOR SIXTH FORM ADMISSION—SEPTEMBER 2024

(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 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.

The single criterion I wish my child to be considered under is:

**External Applicants:** Failure to provide all the relevant documents at the same time as your application form will place you in the criterion for which you have provided documents. Failure to provide proof of address, proof of child's identity or additional requested information will automatically place this application in Criterion 11. 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.

Everyone to provide:			
Proof of Permanent Address :		Proof of Permanent Address See notes at bottom of Part One, this should be either a Utility Bill, Bank Statement, Copy of Lease or Confirmation of Exchange of Contracts. NO MORE THAN 4 MONTHS OLD	
Criteria	Document required	Copy	Original
1	Baptism Certificate AND Proof of Court Orders		
2	Baptism Certificate		
3	Baptism Certificate		
4	Baptism Certificate		
5	Baptism Certificate		
6	Proof of Court Orders		
7	Proof of catechumen or Baptism Certificate		
8	No additional documents required		
9	No additional documents required		
10	Supporting letter from the Minister, signed by the Minister		
11	No additional documents required		

I/We 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.

Signature of Student: ..... Date: .....

Signature of Parent/Guardian ..... Date: .....

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