



St. Thomas More High School
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St. Bernard's High School
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INFORMATION FOR PARENTS

APPLICATIONS FOR A PLACE AT A CATHOLIC SECONDARY SCHOOL IN SOUTH EAST ESSEX FOR SEPTEMBER 2023

When applying for a place at a Catholic Secondary School you have **three** forms to consider:

1. If you have a son or daughter in Year 5 (academic year 2021/2022) you must apply for a school place by completing the **Single Application Form** for Secondary School admissions. This is the case for everyone, whichever school you are applying for.

Each Local Authority uses their own form. You must complete the form for the Local Authority in which you live regardless of which schools you are applying for. For most people applying for a place at St. Thomas More School or St. Bernard's, the Local Authority will be Southend, Essex or Thurrock. The relevant information to access the form will come to you via your child's Primary School.
2. Parents wishing to apply for a place at St. Thomas More or St. Bernard's are required to complete a **Supplementary Information Form (SIF)**. This can be obtained from the relevant school or from the school web site. It is included in the school's admission pack. This form is very important. It provides information to the schools which allows them to place your child in the correct admission category. Where a SIF form has not been completed, those pupils will be placed after the lowest admission category. If you are a practising Catholic please ask your Priest for a Certificate of Practice to support your application, if you are a Practising Christian but not Catholic please ask for a letter from your Minister confirming you are a practising Christian.
3. If you wish to apply for a selective place you must also complete the **Consortium of Selective Schools in Essex SIF form**. The CSSE continues to administer the 11+ selection process. If you are applying for your child to take the 11+ selection test you must indicate this on the Local Authority Form and on the St. Thomas More or St. Bernard's SIF form.

St. Thomas More and St. Bernard's have admission criteria that reflect commitment to Catholic Education. You are advised to read the criteria carefully. Both schools will continue to be their own "admission authority", that is, they will decide the allocation of places in accordance with the priorities laid down in their admissions criteria.

If you have any queries on the admission process, please contact the relevant school for assistance. **The closing date for return of all application forms is 31st October 2022.** The closing date for supporting evidence from your Priest or Minister is 9th December 2022.