



## St Thomas More High School

### **In-year Secondary School Admission Application Form**

You will need to complete a separate form for each of your children of secondary school age.

This form is in 2 parts:

- You should complete all sections of Part 1 and send this either:
  - By post to St Thomas More High School, Kenilworth Gardens, Westcliff on Sea, Essex, SS0 0BW
  - By email to : [admissions@st-thomasmore.southend.sch.uk](mailto:admissions@st-thomasmore.southend.sch.uk)
- You should then complete the first section of Part 2 and take or send this part of the form to the school where your child is/was attending. The school will then complete the remainder of the form and forward it to St Thomas More High School.

If your child has not previously attended a school in the United Kingdom do not send Part 2 of the form to your child's current school but attach to Part 1 any school reports you may have from the previous school.

Telephone : 01702 344933

Email: [admissions@st-thomasmore.southend.sch.uk](mailto:admissions@st-thomasmore.southend.sch.uk)

ALL AREAS OF THIS APPLICATION FORM MUST BE COMPLETED AS IT  
DELAYS THE ADMISSION PROCESS



**IN-YEAR ADMISSION APPLICATION FORM**  
**Part 1 (to be completed by parents/carers)**

Please use this form if you wish to apply for a school place at **St Thomas More High School**, if you are moving into the borough or wishing to transfer schools. Applications for transfer from year 6 to year 7 can only be done via Southend-on-Sea Borough Council. All other applications to St Thomas More High School can be made using this application form. The application process is in two parts \*

Child details	
Name of Pupil	Male/Female
Date of Birth	Country where born:
Home address of child	Postcode

Parent Details	
Title: Mr/Mrs/Miss/Ms	Forename: Surname:
Home address	Postcode
What is your relationship to the child?	
Do you have parental responsibility for the child?	YES/NO (only a parent/carer with parental responsibility can apply for a school place)
Is the child Looked After by a Local Authority? (eg Foster Care) or was the child previously looked after	YES/NO (If yes, which Local Authority)
Daytime telephone number	
Mobile telephone number	
Email address	

Reasons for Application	
Moving to Southend	YES/NO
Moving to Southend from overseas	YES/NO (If yes, which country?)
Not moving but wanting a new school	YES/NO
If you are not moving house but would like your child to attend a different school please detail below the reasons why you are seeking this transfer. <b>If your child already attends a school in the Borough you must not remove him/her from their current school before you have an offer of another school place.</b>	

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Current School Attending	
Name of School	
Address of School	
School Telephone Number	

Which Schools have you applied for? Please put in order of preference	
1 <sup>st</sup> preference	
2 <sup>nd</sup> preference	
3 <sup>rd</sup> preference	
4 <sup>th</sup> preference	
5 <sup>th</sup> preference	
Date of proposed admission	

Siblings (0-16)		
Name	Date of birth	School attended (if school age)

Additional Information (not for admission consideration but to assist with the placement)
Is there any other information you wish the admitting school(s) to be aware of e.g. does your child have a CAF (Common Assessment Form) or suffers from any form of disability. YES/NO If yes, please give details
Did your child take an 11+ (selective) entry test to enable them to be offered a place at their current school(s) YES/NO If yes, please give details below
If your child is currently in years 10 or 11 please detail below the GCSE option subjects or alternative course they are studying. <b>Please note that we may not be able to offer all of these options.</b>

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**Declaration**

I am aware:

- 1) of the admission criteria for St Thomas More High School to which I am applying;
- 2) of the Council policy in relation to pupil transport (detailed in the Secondary School Admissions booklet [www.southend.gov.uk/admissions](http://www.southend.gov.uk/admissions) ;
- 3) that the School may conduct checks to verify residency (e.g. request copies of two utility bills, council tax demand, home visits);
- 4) if a school place has been secured through false information being provided, the school has the power to withdraw any place offered.

Signed (parent/guardian).....Date.....

Relationship to child.....

**Please note:**

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