



St Thomas More High School

In-year Secondary School Admission Application Form

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;
3. that the Local Authority may conduct checks to verify residency (e.g. request copies of two utility bills, council tax demand)
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:

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

- You should complete all sections and send the form to St Thomas More High School either via post or email admissions@st-thomasmore.southend.sch.uk

Please use this form if you wish to apply for an 'in year' 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.

In-year Secondary School Application Form

Section 1 - Pupil Details - Please type on the form and email to us or use clear hand writing print and post to us

Forename							
Surname							
Known as							
Date of Birth		Male		Female		Current Year	
Note: male/female as assigned at birth							
Current Home Address				New/Moving Address			
				You must provide proof of address			
				Date Moving			
Current School				Last day Attended school			
Has your child been permanently excluded?						Yes	No
Has your child had any suspensions?						Yes	No
Has your child had any internal isolations?						Yes	No
Kindly provide information:							
Has the current or previous setting set up interventions to support your child?						Yes	No
Please provide information							

Section 2 Reasons for application

A) Moving into the Southend	
B) Moving to a different address in the Southend Area	
C) Moving to Southend from Overseas	
D) Not moving but wanting a new school	
Please provide more information:	

Section 3 Siblings

If you have another child at any of your preferred schools, please provide their details. If you are applying for more children, please use separate forms for each child.

Name	Date of Birth	Year Group	Current school

Section 4 Parent/ Carers details

Mr/Mrs/Miss/Ms		Forename		Surname	
Relationship to child?			Home Telephone no.		
Work telephone no.			Mobile telephone no.		
Email Address					

Section 5 Further details

If you answer yes to any of the below, please ensure to provide a copy of the relevant documentation

Is your child looked after by a Local Authority or is your child previously looked after?	Yes		No	
If your child is adopted, or has a special guardianship order, or has a child arrangements order, after having being looked after by the state, please provide a copy of the order and the details of the Local authority. This also applies if the child was in state care abroad before being adopted.	Yes		No	
If yes, which Local Authority				
Please add your social workers name and contact details				
Is your child a member of a Service or Crown Family? Please provide letter from the MOD with details	Yes		No	
Does your Child have an Education Health and Care Plan?	Yes		No	
Please provide information				

Section 6 Religious Information

Religion	
If Catholic, date and place of Baptism	
If Catholic, date and place of First Holy Communion	
Name & address of parish in which you reside:	
Name & address of parish where you attend mass, if different:	

Please tick when completed and send with this form into school Admissions, St Thomas More High School, Kenilworth Gardens, Westcliff on Sea, Essex SS0 0BW. It can also be emailed to; admissions@st-thomasmore.southend.sch.uk

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PHOTOCOPY of Certificate of Baptism or Reception If your son is a practising Catholic

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If your son is a practising Christian, you should obtain a letter which states that your son is practising his faith, from your Minister. (Non-Catholic Christian applicants).

Section 7 Submission

In order to provide you with a school place, we will share this information with the necessary parties.

I am aware that the school has up to 15 school days to provide an outcome in writing. I confirm that the information I have given is true and that I have parental responsibility for this child.

If our son is admitted to St Thomas More High School we understand that he will be educated in the Catholic faith and that he will participate in the religious life of the school

Name:		Date	
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Once completed this form must be returned to:

Admissions
St Thomas More High School
Kenilworth Gardens
Westcliff on Sea Essex
SS0 0BW

It can also be emailed to: admissions@st-thomasmore.southend.sch.uk