



## St. Thomas More Catholic Primary School

South Road, Saffron Walden, Essex. CB11 3DW

Email: [admin@stmsw.co.uk](mailto:admin@stmsw.co.uk)

HEADTEACHER: Mrs. A. Stockdale

Telephone: 01799 523248

### Mid-Year Application for a Primary School Place

#### St Thomas More Catholic Primary School

You should not remove your child from their current school until a place has been secured elsewhere

##### Section 1 – Pupil Details

Pupil surname			
First name (s)			
Date of birth	Current year group	Male	Female
Current school (or last school attended)			
Is the child still attending?	Yes	No	If no, last date of attendance
If the child is known by another name please add it here			

##### Section 2 – Home address

House number / name
Address
Postcode

##### Section 3 – Parent/Carer details

Mr / Mrs / Miss / Ms	Initials	Surname
Relationship to child		
Email address		
Home phone no.	Mobile phone no.	



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### Section 4 – Reasons for change of school

Preferred date of admission
If you are moving into the area, date of move
New address if different to Section 2 (please attach copies of proof of address (e.g Exchange of contracts or signed tenancy agreement)).
Have you discussed your reasons for wanting a different school for your child with your child's current school? Yes / No
Has your child attended any other primary school? Yes / No If 'Yes' please give details:
Name of school:
Date of leaving:
Reason for leaving: Moved home permanently excluded other (please give reason)

### Section 5 – Other Details

Is your child cared for by a Local Authority or is he/she a previously looked after child? Y / N
Does the child have an Educational Health Care Plan (previously known as a statement)? Y / N
Are there any exceptional medical reasons why the child should specifically attend this school (in accordance with the school's Admissions Policy)?  Y / N  If 'Yes' please attach supporting evidence from the child's doctor or health care professional.



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### Section 6 – Religion

As a Catholic school priority will be given to those children who are baptised Catholic / Christian (see admission criteria). If your child has been baptised please send a copy of your child's baptism certificate with this application.

Enclosed

Not Applicable

### Section 7 – Siblings

If you have another child at this school please enter their details below

Name

Date of birth

### Section 8 – Other information

### Section 9 – Declaration

I have read the notes of guidance for the completion of this form. I confirm that the information I have given is true and that I am a parent for this child.

Signed

Date

Please return this form directly to the school by email to [admin@stmsw.co.uk](mailto:admin@stmsw.co.uk) with the subject 'Application for Admission to St Thomas More School'



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### Guidance Notes

1. This form should be completed and then be sent directly to the school
2. Once you have sent your application to the school, the school must write to you within 15 school days to confirm if a place is being offered or not. If you do not hear within this timescale, please contact the school directly to ask about your application. Please note that applications will not be considered between 1<sup>st</sup> and 31<sup>st</sup> August.
3. If the school writes to you to offer a place, you should get in touch with the school to confirm if you are accepting the place and arrange a start date. The offer will remain valid for 10 school days.
4. If you are refused a place, the letter you receive should explain that you have the right of appeal to an independent appeal panel against the decision. Appeals should be made in writing using the relevant form within 20 school days of the refusal letter. Information about appealing is available on the website [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions) from the 'Submit an Appeal' link.
5. Applying from overseas – For non-UK citizens, the child must be in the UK before the application can be processed and proof of residency such as an endorsed (stamped) passport or entry visa will be required with the application.
6. If, having applied for a place, you do not manage to secure a school for your child (and you are living in the Essex County Council area\* or have a confirmed move into the County), please contact School Admissions at Essex County Council on Tel: 0345 603 2200 for further support and advice. The email address for School Admissions is [admissions@essex.gov.uk](mailto:admissions@essex.gov.uk).

\* If you live in Essex you will pay your Council Tax to one of the following Borough/District Councils:  
Basildon,  
Braintree, Brentwood, Castle Point, Chelmsford, Colchester, Epping Forest,  
Harlow, Maldon, Rochford, Tendring or Uttlesford.