



ST MARY'S CATHOLIC SCHOOL
Headteacher: Mr A Celano, BSc (Hons), MEd

Windhill
Bishop's Stortford
Herts
CM23 2NQ

Tel: 01279 654901
Fax: 01279 653889
E-mail: info@stmarys.net
Website: www.stmarys.net

Sixth Form Application Form A, September 2018-19 entry – External Students Only

Applicants Guidelines

1. Please complete this form in full and submit it to the Director of Sixth Form no later than 10th December 2017.
2. This application form should be read and completed in conjunction with the 2017 Sixth Form General Information and Course Entry booklet together with the School Prospectus. These can be found on the School website.
3. 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.
4. Any queries should be addressed in the first instance to the Director of Sixth Form at info@stmarys.net. Information about appeals is contained within the Sixth Form Admissions Policy.

Part One

Child's surname/forename/s.....

Child's permanent address (please provide proof - see notes below *)

.....
.....

Postcode

Tel (home) Date of birth/...../.....

Contact email address (Please print)

(optional):.....

Names of parent(s)/guardian(s).....

Daytime contact telephone number..... Alternative contact number

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

Name of parent/guardian.....

Address
.....
.....

Tel work/home.....

Note below any other person who has parental responsibility for your child:

Title, initials and surname

***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 solicitors letter of confirmation.

Part Two

- a) Is your child baptised? **YES NO**
- b) Date and place of baptism
(A copy of the baptismal certificate should be attached to this form. Duplicates are normally available from the church where the ceremony was held).
- c) Denomination (**please tick**)

Catholic*	Other Christian (please specify)	Non-Christian (please specify)

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

- d) Does your child regularly attend a Church or other place of worship? **YES NO**
 - e) Name of parish, Church or place of worship
 - f) Name of parish in which you are resident
 - g) Name of Priest, Vicar or Minister
- (Practising Christians who are not Catholic should include with their application, a letter of support from their priest or minister of religion confirming regular church or chapel attendance).
- h) Is either of the child's parents/guardians an employee of St. Mary's Catholic School? **YES NO**

Part Three - 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.

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.

Applications can be signed by either the Child (if they are over 16) or the Parent:

Student Signature:

Parent/Carer Signature:

Date:

Date:

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 now use the checklist on the next page to ensure you are sending all the necessary documentation.

Checklist			
Criteria (see policy)	Document	Copy	Original
All applicants	<p>Proof of Permanent Address (see notes at the bottom of Part 1), this should be either a Utility Bill, Bank Statement, Copy of Lease or Confirmation of Exchange of Contracts - no more than 4 months old.</p> <p>A Statement of official predicted grades from your current school must also be supplied.</p>		
Additional Documents for Specific Oversubscription Criteria. Please supply the relevant documentation for your criteria.			
1	Baptismal Certificate		
	Proof of Court Orders		
2	Baptismal Certificate		
3	Baptismal Certificate		
4	Baptismal Certificate		
	CCP confirming family are practicing their faith		
5	Baptismal Certificate		
6	Baptismal Certificate		
7	Proof of Court Order		
8	Proof of catechumen or Baptismal Certificate		
9	No additional documents required		
10	No additional documents required		
11	Supporting Reference from Minister, signed by the Minister		
12	No additional documents required		

Administration (internal use only)

Date Received:	Interview Date:
Date Reference Received:	Place Offered: