



Mid-Year Application for St Benedict's Catholic College

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

Section 1 – Student Details		
Student's Legal Surname		
First Name (s)		
Date of Birth	Year Group	Male / Female
Current School (or last school attended)		
Town and Postcode of current school		
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 – Current Home Address

Section 3 – Parent / Carer Details		
Mr/Mrs/Miss/Ms	Initials	Surname
Relationship to child	Home Phone No.	
Work Phone No.	Mobile Phone No.	
Email address		
Address if different to the student's including the postcode		
Do you have parental responsibility? Yes / No (If no, please provide written permissions from the person(s) with parental responsibility confirming they are in agreement with the application)		
Does another person (s) also have parental responsibility? Yes / No Do they agree with the application being made? Yes / No		
Are you privately fostering this child? Yes / No		

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])	
Are you a returning UK Service / Crown Servant family? Yes / No	
Have you discussed your reasons for wanting a different school for your child with your child's current school?	Yes / No
Why do you want your child to move school? Please give as much further information as you can. Use a separate sheet if necessary)	
Has your child attended any other secondary 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
Does your child have an Education Health Care plan (formerly a Statement of Educational Needs)? Yes / No
Is the child looked after (child in care) or previously looked after? Yes / No
Has your child been excluded from their current or previous schools – either fixed period (1 day, 2 days etc)) or permanent exclusions? Yes / No If yes, please give details of the date(s), reason(s) and the name of the school.
Are there any exceptional medical reasons why the child should specifically attend this school (in accordance with school's Admissions policy)? Yes / No If 'Yes' please attach supporting evidence from the child's doctor or other health care professional.

Section 6 - Siblings	
If you have another child at this school then please enter their details below.	
Name	Date of Birth

Section 7 – Other information

Section 8 – Declaration	
<ul style="list-style-type: none"> • I have read the notes of guidance for the completion of this form • I can confirm that the information I have given is accurate and up to date • I confirm that all adults with parental responsibility are in agreement with this application, and understand that if a dispute is later raised, this application maybe cancelled • I have enclosed a copy of my child’s birth certificate, passport (if applicable) and baptism certificate (if applicable) 	
Signed	Date

Data protection Act 1998: the personal information on this form will be used by St Benedict’s College only and not shared with any third parties.

Notes of Guidance on Completion of the Mid-Year Application Form

1. This form should be completed with a Supplementary Information Form/ Baptismal Certificate and sent directly to St Benedict's Catholic College for the attention of the Admissions Officer
2. Once you have sent your application to the school, the school will write to you within 7 days to confirm whether a place can be offered or not. If you do not hear within this timescale, please contact the schools Admissions Officer
3. If the school writes to you to offer a place, you should get in touch with them to arrange an appointment to discuss a start date.
4. If you are refused a place, the letter you receive you 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 days of the refusal letter. Information about appealing is available on the website www.essex.gov.uk/admissions from the "Appeals" link.
5. Applying from overseas – For UK / EU citizens where the last school was overseas, you need to provide a copy of the passport to prove the child is a UK/EU citizen. For non-EU 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.

Things to consider before changing school

If you have not moved house, you should not remove your child from his / her current school until you have secured a new school place. Your child should continue to attend the current school if it is in travelling distance

The Curriculum

Every School has a structured curriculum but different parts of it will be taught at different times of the year in each school.

Different books or periods of history may be studied, depending on the choices made by the school. For Students in years 10 and 11, you will need to consider whether or not your child will be able to complete their GCSE's as the subjects they are currently studying may not be available. There is no guarantee their options can be matched.

Uniform

You may have to buy a complete set of new uniform if your child changes school. Have you considered the cost?

Transport

How will your child get to a new school safely and on time? What will be the cost involved? In most cases you are unlikely to be eligible for help with the cost of transport if you have chosen to move your child from a local school. St Benedict's College does not offer subsidised transport

Please remember – applications must be sent directly to the Admissions Officer at St Benedict's Catholic College and not Essex County Council.