



## Mid-Year Application for St Benedict's Catholic College

*You should not remove the student 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 student still attending? Yes <input type="checkbox"/> No <input type="checkbox"/>		If no, last date of attendance
If the student is known by another name please add it here		

Section 2 – Student's Current Home Address

Section 3 – Parent / Carer Details 1		
Mr/Mrs/Miss/Ms	Initials	Surname
Relationship to student		Home Phone No.
Work Phone No.		Mobile Phone No.
Email address		
Address if different to the student's including the postcode		
Are you privately fostering this student?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you have parental responsibility? (If no, please provide written permissions from the person(s) with parental responsibility confirming they are in agreement with the application)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Does another person(s) also have parental responsibility? (If yes, please provide details in Section 3 – Parent / Carer Details 2)	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Section 3 – Parent / Carer Details 2		
Mr/Mrs/Miss/Ms	Initials	Surname
Relationship to student		Home Phone No.
Work Phone No.		Mobile Phone No.
Email address		
Address if different to the student's including the postcode		
Do they agree with the application being made?		Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 4 – Reasons for Change of School	
Preferred date of admission	
If you are moving into the area, date of move	
<b>New address if different to Section 2</b> (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 the student with the student's current school?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Why do you want the student to move school? Please give as much further information as you can. (Use a separate sheet if necessary)	
Has the student attended any other secondary school?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'yes' please give details:	
Name of School	Date of leaving
Reason for leaving:	Moved Home <input type="checkbox"/> Permanently Excluded <input type="checkbox"/>
Other (please give reason)	

**Section 5 – Other Details**

Does the student have an Education Health Care plan (formerly a Statement of Educational Needs)?

Yes  No

Is the student looked after (child in care) or previously looked after?

Yes  No

Has the student been excluded from their current or previous schools – either fixed period (1 day, 2 days etc) or permanent exclusions?  
If yes, please give details of the date(s), reason(s) and the name of the school

Yes  No

**Section 6 - Siblings**

If you have another student at St Benedict's Catholic College, please enter their details below.

Name

Date of Birth

**Section 7 – Any other supporting information**

## Section 8 – Declaration

- 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 may be cancelled
- I have enclosed a copy of the student's birth certificate, passport (if applicable) and baptism certificate (if applicable)
- I have enclosed a completed Supplementary Information Form if applicable
- I give consent for the student's current/previous school to release the information below and information requested by St Benedict's Catholic College for the purpose of this application
- I have enclosed a copy of page 5 of this application form, completed by the current/previous school, and signed by both the parent/carer and the student

**Parent/  
Carer Name:**

**Signed:**

**Date:**

GDPR: full details on our Data Protection and Privacy Notice can be found on our website

[www.stbenedicts.essex.sch.uk/welcome/privacy-notice/](http://www.stbenedicts.essex.sch.uk/welcome/privacy-notice/)

**TO BE COMPLETED BY THE STUDENT'S CURRENT / PREVIOUS SCHOOL**

Name and position of person completing this form			
Date of completion			
Student Name		Date of birth	
<p>1. Has the student been placed in Alternative provision (AP) or the equivalent within the last 2 years prior to this application or where the student's last provision was a PRU?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, name of provision:-</p>			
<p>2. Has the student had 3 or more fixed-term, behaviour related exclusions (or equivalent, e.g. a short term placement at an external /internal provision), where at least 2 of the exclusions were more than 1 day each, within the last year?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, please provide dates:-</p>			
<p>3. Has the student been removed from the school roll / AP roll for a minimum of 1 term?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, please provide details:-</p>			

<b>As the Parent / Carer of this student, I give my consent to the student's current / previous school releasing this information for the purpose of this application to St Benedict's Catholic College</b>		
Parent / Carer Name:	Signed:	Date:
<b>As the student, I give my consent to my current/previous school releasing this information for the purpose of this application to St Benedict's Catholic College</b>		
Student Name:	Signed:	Date:

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

1. This form should be completed together with our Supplementary Information Form, and sent directly to St Benedict's Catholic College for the attention of the Admissions Officer.
2. Please ensure you sign the declaration in section 8. We are unable to process your application if this declaration is not signed.
3. The student's current/previous school will be approached to supply educational information. Please ensure you sign the declaration in section 8 to show that you are happy for this information to be requested.
4. Please ensure that page 5 of the form is completed by the student's current/previous school and is signed by the parent/carer and student
5. Once you have sent your application to St Benedict's Catholic College, we 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 our Admissions Officer.
6. 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 student is a UK / EU citizen. For non-EU citizens, the student 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 the student from his/her current school until you have secured a new school place. The student should continue to attend the current school if it is in travelling distance.

### The Curriculum

St Benedict's Catholic College has a structured curriculum; different parts of it could be taught at different times of the year to other schools, and subject content may vary. For students in years 10 and 11, our GCSE programme will already be underway, and students may not be able to continue studying the same set of subjects. There is no guarantee that their options can be matched.

### Uniform

If a place is offered you will need to purchase St Benedict's Catholic College uniform. Information about the cost of our uniform can be found on our website [www.stbenedicts.essex.sch.uk/parents-and-carers/uniform/](http://www.stbenedicts.essex.sch.uk/parents-and-carers/uniform/)

### Transport

How will the student get to St Benedict's Catholic College safely and on time? What will be the cost involved? St Benedict's Catholic 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.**