



ST. THOMAS OF CANTERBURY C OF E PRIMARY SCHOOL

*"Let all that you do be done in love." 1 Corinthians 16:14*

**MID-YEAR APPLICATION FORM FOR A PRIMARY SCHOOL PLACE**

Pupil details		
Surname	First name(s)	Known Name
Year Group	Date of Birth	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Home Address		
Postcode		
Current school (or last school attended)		
Address		
Postcode		
Dates of attendance		
Reason for leaving:		
Moved House	<input type="checkbox"/>	Excluded <input type="checkbox"/> Other <input type="text"/>

Parents' / carers' details		
<b>Parent 1</b>		
Title	First Name	Surname
Address		
Postcode		
Relationship to child		
Home Telephone	Mobile Telephone	email
<b>Parent 2</b>		
Title	First Name	Surname
Address		
Postcode		
Relationship to child		
Home Telephone	Mobile Telephone	email

*A Christian community where children are known by name and loved, which empowers them to learn and to grow in faith, knowledge and fellowship.*

Sawyers Hall Lane, Brentwood, Essex CM15 9BX

Telephone: 01277 223651 [admin@stthomaspri.essex.sch.uk](mailto:admin@stthomaspri.essex.sch.uk) [www.stthomaspri.org](http://www.stthomaspri.org)

Headteacher: Mr D. M. Moran



**BRENTWOOD COLLABORATIVE PARTNERSHIP**  
 COLLABORATE INSPIRE ACHIEVE

**Reasons for applying for this school**

Preferred date of admission

If you are moving to the area, date of move

Address

Postcode

Do you have another child at this school Yes / No

If Yes, please give details:

Name:

Date of Birth:

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 of all schools attended.

Name of School:

Dates of attendance:

Reason for leaving: Moved House  Excluded  Other 

Name of School:

Dates of attendance:

Reason for leaving: Moved House  Excluded  Other **Other Details**

Is the child cared for by a Local Authority or is he/she a previously looked after child? Yes / No

Does the child have an Educational Health Care Plan? Yes / No

Are there any exceptional medical reasons why the child should specifically attend this school (in accordance with the school's Admissions Policy)? Yes / No

If Yes, please attach supporting evidence from the child's doctor or other health care professional.

**Other information**

Any other relevant information

**Declaration**

I confirm that the information I have given is true and that I am the legal parent / carer for this child.

Signature of parent/carer

Date of application

**Please return this form directly to the school for which you are applying.**

If you would like full details on how a school uses personal data, please visit the school website:

[www.stthomaspri.org](http://www.stthomaspri.org)If you would like full details on how ECC uses personal data, please go to [www.essex.gov.uk/privacy](http://www.essex.gov.uk/privacy) or call 03457 430430



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

1. This form should be completed and then be sent directly to St Thomas of Canterbury Church of England Primary School. [admin@stthomaspri.essex.sch.uk](mailto:admin@stthomaspri.essex.sch.uk)
2. You should be aware that there is no guarantee of a place at any school so you can and should apply for more than one school, unless you have established that your preferred school definitely has a place for your child. To find out if there are places, you will need to contact the school directly.
3. If you do decide to apply for more than one academy, foundation or voluntary aided school, you need to make a separate application on a separate form for each school.
4. Once you have sent your application to the school, the school will 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.
5. 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.
6. 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.
7. 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.
8. 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).
9. **Please remember – applications must be sent direct to the academy, foundation and voluntary aided school(s) in question and not Essex County Council.**

\* 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.

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