|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date of Application |  | |  | | |  | |
| Year Group | 7 | 8 | | 9 | 10 | | 11 |
| Category (please check Admissions Policy) |  | | | | | | |
| Distance from School (leave blank) |  | | | | | | |



ST OSCAR ROMERO CATHOLIC SCHOOL

Goring Street, Worthing, BN12 5AF

Tel: 01903 241368 Fax: 01903 240183

SCHOOL APPLICATION FORM

This is the “In Year Application (IYA)” for St Oscar Romero Catholic School, who manages its own in-year admissions and as such are an OAA (Own Admissions Authority) school. WSCC manage “normal” admissions to St Oscar Romero Catholic School, i.e. students joining at the start of Year 7 in September.

Please complete all sections applicable and return this application form and return to the school for the attention of the Admissions Manager or via email to kgodfrey@stromeros.co.uk.

Should you wish to visit the school you are welcome, please contact us on 01903 241368.

We may need to contact your child’s previous school for records on your child’s educational history. This will be used to decide if your child should be considered under the Fair Access Protocol, which identifies applications for vulnerable children and those with potentially challenging behaviour.

**Section 1: To be completed for all applicants**

|  |  |  |  |
| --- | --- | --- | --- |
| **Child’s legal surname** | | **Child’s legal forename** | |
| Male/Female: | Date of birth: | Current Year  Group: |  |
| Child’s Current Address: | | New Address and date of move, if applicable:  Please provide proof of new address – a signed tenancy agreement or exchange of contracts letter. | |

**Section 2: Reason for choosing St Oscar Romero Catholic School**

|  |  |  |
| --- | --- | --- |
| Please explain your reason for applying for a place at St Oscar Romero Catholic School  *The more information that can be provided the quicker the admissions request can be processed and responded to. If there have been any concerns/issues in the current or previous schools please advise.* | | |
| Requested date of admission: | | |
| Are there any siblings currently attending St Oscar Romero Catholic School? Yes/No | | |
| If yes please list their name(s), date of birth and home address below: | | |
| Name(s) | Date of Birth | Address |
|  |  |  |

**Section 3: Fair Access Protocol (FAP)**

This information is needed to assess whether your son/daughter could/should be admitted to a school under the Fair Access Protocol. This could include placement in a school which is full. In order to support your son/daughter and schools, WSCC coordinates all admissions for whom one or more of the following criteria apply via a monthly panel based system.  Please note this is not a guarantee of a place.

Please tick below if any of the following apply (The school/WSCC reserve the right to ask for written proof in relation to any statement ticked if the information is not provided along with the original application):

|  |  |
| --- | --- |
| ***Tick*** | ***Description*** |
|  | Children currently attending a Pupil Referral Unit who are ready to be reintegrated back into mainstream education (please confirm that this application has been discussed with the Access and Exclusion Team on 033 022 28543 or 033 022 28547).  If it has not been discussed you must do this before completing the application form.  If it has been discussed, please provide details of who you have discussed the application with and date discussed. |
|  | Children who have been out of education for longer than one term (please provide an explanation in next section). |
|  | Children whose parents have been unable to find them a place after moving to the area, because of  a shortage of places. |
|  | Children being withdrawn from school by their family, following fixed term exclusions having difficulty finding an alternative school. |
|  | Children of refugees or asylum seekers (please provide evidence from the Home Office). |
|  | Homeless children (please provide supporting evidence). |
|  | Children living in refuge or in other Relevant Accommodation (please provide supporting evidence): |
|  | Children in alternative provision who need to be reintegrated into mainstream education or who have been permanently excluded but are deemed suitable for mainstream education (please state their current APC centre and contact details for the lead member of staff) |
|  | Children who have classified as missing in Education. |
|  | Children known to the police or other agencies or returning from the criminal justice system  (please provide which agencies your child is currently working with or has worked with and named contacts)  Children without a school place and with a history of serious attendance problems (i.e. Less than 90% so classified as a persistent absentee) |
|  | Traveller children (please provide supporting evidence) |
|  | Children with special needs but without a statement (please provide details from the professional’s assessment evidencing the Need(s) as well as who completed the assessment and their contact details |
|  | Children with disabilities or medical conditions affecting admission (please provide details from a medical professional of the confirmed diagnosis): |
|  | Children of returning UK service personnel or other Crown Servants (please provide supporting evidence of parent(s) posting/role): |
|  | Children who are carers (please provide supporting evidence): |
|  | Any Pupil who would need to start direct into Year 11 |
|  | Children who have been refused a school place on the grounds of their challenging behaviour and referred to the FAP in accordance with paragraph 3.10 of the Code |
|  | Children for whom a place has not been sought due to exceptional circumstances |
|  | Children who have been out of education for 4 or more weeks where it can be demonstrated that there are no places available at any school within a reasonable distance of their home. This does not include circumstances where a suitable place has been offered to a child and this has not been accepted |

**Section 4: Most recent school attended**

Parents should carefully consider before requesting a change of school that is not related to a change of address, as this has the potential to have a significant and negative impact on the academic progress of the child.

If you are requesting a move from a local school it is expected that you will have discussed the application fully with the child’s current school to see if any issues or concerns can be resolved prior to any decision being made to apply to St Oscar Romero Catholic School.

|  |  |  |
| --- | --- | --- |
| School name | School address, phone number & email address | Dates attended |
|  |  |  |
| Contact at current school: |  | Email of contact: |

**Section 5: Other relevant details**

**Exclusions**

If your child has been permanently excluded from one or more schools, please provide details below:

|  |  |  |
| --- | --- | --- |
| School name | School address, phone number & email address | Date of permanent exclusion |
|  |  |  |
|  |  |  |

**Please indicate if any of the following are applicable to your child:**

|  |  |
| --- | --- |
| **Out of education for longer than one term** | Yes/No |
| If yes, please provide further details | |

|  |  |
| --- | --- |
| **CAHMS Involvement** | Yes/No/Historical |
| If yes, please provide further details | |

|  |  |
| --- | --- |
| **Early Help Plan** | Yes/No/Never had one |
| If yes, please provide further details | |

|  |  |
| --- | --- |
| **Child Protection Plan** | Yes/No/Never had one |
| If yes, please provide further details | |

|  |  |
| --- | --- |
| **Is there any other agency/support worked involved with the child in the application?** | Yes/No |
| If yes, please provide further details, including name, telephone number and email address | |

**Children Looked After or Children Previously Looked After**

|  |
| --- |
| Responsible Social Worker’s name: |
| Contact telephone number: |
| Responsible Authority: |
| Contact numbers for current placement (if appropriate): |

**Previously Looked After Children now Adopted in the United Kingdom (or became subject to a residence order or special guardianship order) immediately from care.**

|  |
| --- |
| Local Authority responsible for Adoption: |
| Proof of Adoption (please supply adoption order): |
| Date of Adoption: |

**Section 6: Subject Options – Only complete this part for pupils requiring places in Years 10 and 11**

Please state the subjects your child is studying at their current school.

* Please note that a new school may not offer these courses or have spaces in the classes where they do.
* As far as possible, children should not move school in Years 10 and 11 in order to complete their GCSE courses.
* Please check the courses offered, by contacting your preferred school before expressing your preferences.

|  |  |
| --- | --- |
| **Subject** | **Exam Board** |
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**Section 7: School attendance**

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| --- | --- |
| Does your child have an attendance level of less than 90% for the current year? | Yes/No |
| If yes, please state reasons why  ***Please enclose a copy of your child’s up to date attendance certificate, this can be sought from current/previous school.*** | |

The waiting list is ranked according to category a child comes under in accordance with the Admissions Policy, and then distance to the school. If applicable please provide the supporting documentation.

**Parental responsibility**

|  |  |
| --- | --- |
| Does anyone else have parental responsibility? | Yes/No |
| If yes, who? |  |
| Are they in agreement with this application? | Yes/No |

|  |
| --- |
| **Parental Declaration**  In submitting this application I confirm that I have parental responsibility for this child, that I have the agreement of all persons with parental responsibility, and that all the information given is legal and true. I have read the relevant information and understand that I must notify the school of any change in my circumstances. I understand that any offer of a place made as a result of this application may be withdrawn if I give false information or fail to notify the school.  I understand that the information, including contact details, I have provided will be used to allocate school places, and will be shared with other LAs with whom the child may become associated, the DfE and other officers in the County Council. It will be shared with the allocated school to facilitate transition arrangements.  I understand the authority is under a duty to protect the public funds it administers, and to this end may use the information I have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.  The West Sussex County Council (WSCC) Pupil Entitlement Team use personal data in line with the West Sussex County Council Privacy Policy. WSCC respects your privacy and is committed to protecting your personal data. We comply with the Data Protection Act 2018 and the General Data Protection Regulations EU 2016/679) (GDPR). For further information, see our general Privacy Policy on our website. A paper copy of the Privacy Notices, including the Privacy Notice for Pupil Entitlement, can be provided upon request.  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Relationship to child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Home Tel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Work/Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Please return the completed form to St Oscar Romero Catholic School, Goring Street, Worthing. West Sussex. BN12 5AF, together with copies of evidence required,

**Office use only**

|  |
| --- |
| **Date received:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Considered (by who):**  **1)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **2)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Processed:** offered/refused  **Correspondence date offer/refusal:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Start Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Right of Appeal:** |

**Information/Guidance notes to be read pre-completion:**

This guidance relates to In-Year Applications, and should be used to help complete the form. It is designed to support the application for a place into an established year group at St Oscar Romero Catholic School.

**Who manages requests for a place/admission to St Oscar Romero Catholic School?**

St Oscar Romero Catholic School is its own admissions authority (OAA) and as such manages its own in-year admissions. More detailed information on in-year admissions can be found at [www.westsussex.gov.uk/admissions](http://www.westsussex.gov.uk/admissions).

**Which form do I use?**

This form is the one specific to St Oscar Romero Catholic School. You can also use the WSCC IYA form to apply for a place at St Oscar Romero Catholic School.

**What do I do when the form is completed?**

You should complete the form as fully as possible as any gaps could lead to the processing of the form/admissions request being delayed. Once completed please send a paper copy of the form addressed to Admissions Manager, St Oscar Romero Catholic School, Goring Street, Worthing, BN12 5AF. Alternatively a completed form can be sent electronically to [kgodfrey@stromeros.co.uk](mailto:kgodfrey@stromeros.co.uk)

**What happens next?**

The admissions team at St Oscar Romero Catholic School will review your application and respond to you to confirm one of four outcomes:

1. The form is incomplete and therefore what additional information we need. Please note the school will not spend time sourcing information on individual applications
2. The form is complete however we have no spaces in your chosen year group and hence the child’s name will go onto the school-held waiting list (if you do not wish to go onto the waiting list please indicate this on your form)
3. We have a space in the year group and we have no waiting list and hence we can proceed with the admission
4. We believe the application needs to go through a different route based on the information supplied on the form (fair access protocol, SEN etc). We would also redirect a copy of your form to the appropriate panel/team in WSCC.

**In-Year applications for Children with a Educational Health Care Plan**

The Special Education Needs Assessment Team (SENAT) deals with admissions for children with an Educational Health and Care Plan (EHCP). Please do not apply on this form but contact the SENAT direct at the numbers overleaf.

**How long does the process usually take?**

We expect to be able to respond to applications within 10 school days during term time. Places cannot be reserved in advance and normally have to be taken-up within 10 school days of being offered.

**What is the Fair Access Protocol?**

If there are issues concerning school attendance or behaviour the application may be considered under the Fair Access Protocol. This process ensures that children who may be vulnerable, need a school placement quickly or find a school setting challenging are offered a place in a new school. This could include placement in a school which is full. Panel meetings are held once a month in term time to consider Fair Access Protocol cases. You will be advised of the date of the next panel and whether any further information is required.

**What happens we are full in the requested year group?**

We have a set Pupil Admission Number for each year group. If we are full then you are likely to receive a letter stating we can’t fulfil your request for a place. We will automatically, unless advised otherwise add your child’s name to the waiting list and then notify you as/when a place becomes available. The position of your child on the waiting list may go up/down depending on new names being added who receive higher priority. For information on the current oversubscription criteria for St Oscar Romero Catholic School please see the Admissions Policy on the St Oscar Romero High School website. Please note that is the policy of the school to re-set all waiting lists on a termly basis and parents/ carers should be aware of this at the point of admission.

Even if you receive a letter explaining there is no offer of a place you have the right appeal to an independent panel, for a place over and above the school’s admission number. You will be offered your right of appeal in the letter refusing a place at a school.

If you are unsure or need advice please contact West Sussex County Council School Admission helpline.

**Useful Contact Information:**

**WSCC Admissions Website** – www.westsussex.gov.uk/admissions

**WSCC Helpline for Admissions Enquiries/Contact Centre** -Tel. 0845 075 1007

Please ask for:

The North Team for Crawley, Horsham and Mid-Sussex

The South Team for Adur, Arun, Chichester and Worthing

**West Sussex Parent Partnership Service** **–** Tel. 0845 075 1007

**WSCC Special Educational Needs Assessment Team (SENAT)**

Tel. 01243 752869 for Chichester, Bognor Regis, Midhurst, Petworth

Tel. 01243 752877 for Angmering, Littlehampton, Steyning, Worthing, Shoreham, Lancing, Horsham West

Tel. 01243 752889 for Crawley, Burgess Hill, Horsham East, Haywards Heath, Cuckfield, East Grinstead

**WSCC Access and Exclusion Team**

Fair Access Protocol Enquiries – Tel. 03302 228543 or 03302 228547

**WSCC Education Welfare Advice Line** – Tel. 01403 229023

**WSCC Elective Home Education** – Tel. 03302 228551