In-Year Application

The Cathedral School of St Saviour and St Mary Overy, Southwark is a Voluntary Aided Church of England school, closely linked to Southwark Cathedral and situated within the Cathedral parish.

The Cathedral School has a distinctive Christian Ethos which is at the heart of this school and provides an inclusive, caring and supportive environment where children learn and flourish in a setting shaped by Christian values. We welcome applications from all members of the community and we ask all parents to respect the Christian ethos of our school and its importance to our community.

The Governing Body is responsible for the admission of pupils to Cathedral School of St Saviour & St Mary Overy Church of England School.

The Governing Body is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds), i.e., 30 pupils per class However there are very limited circumstances where a child is considered to be an ‘excepted pupil’ and may be admitted above this number as per Regulation 5 of The School Admissions (Infant Class Sizes) (England) Regulations 2012.

**(A) Foundation Places**

The Governing Body has designated places to be offered to pupils whose families (i.e. parents/carers and child) worship regularly at Southwark Cathedral or St Hugh’s Bermondsey (part of the Cathedral parish). Any unallocated Foundation places would then be available to applicants who worship at other Anglican churches within the Deanery of Southwark and Newington, and then to members of other Christian churches within a mile of the School.

Written evidence of applicants' commitment to their place of worship (in the form of a Clergy Reference) will be required at the time of application. The Clergy Reference will be based on evidence of the applicants having become part of the Church community through a verifiable pattern of attendance at worship at least once a month for at least a year and on evidence of additional active and sustained participation in the life and work of the Church as volunteers, office-holders, or members of church groups or committees.

Places will be allocated according to the following criteria. These are stated in order of priority

1. looked after children or previously looked after children (see note 1)
2. children with an exceptional and professionally supported medical or social need for a place at this school. (see note 2)
3. Children who have a brother or sister at the school at the time of admission (see note 3)
4. Children of permanent staff members (see note 4)
5. Children in order of the nearness of the home to the school (see note 4)

**(B) Open Places**

The Governing Body has designated places each year as open places, to be offered to pupils who do not qualify for a foundation place, but whose parents have chosen the school for the type of education it provides. Parents applying for an open place do so knowing that the school aims to provide an education based on Christian principles and, therefore, the Governing Body hopes that all pupils will take part in the Christian worship of the school and will attend religious education lessons.

1. looked after children or previously looked after children (see note 1)
2. children with an exceptional and professionally supported medical or social need for a place at this school. (see note 2)
3. children who have a brother or sister at the school at the time of admission (see note 3)
4. Children in order of the nearness of the home to the school (see note 4)

**Notes:**

1. A looked after child is a child is in (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions (see definition in section 22(1) of the Children Act 1989) at the time of making an application to the school. A previously looked after child is a child who was adopted, or subject to a residence order, (now termed child arrangement order under the Children & Families Act 2014), or special guardianship order, immediately following having been looked after The Governors will require written confirmation that the child is looked after, or previously looked after, and will be so at the time of making an application to the school.
2. Special Educational Needs: Parents/carers of pupils who have a statement of special educational needs, or Education, Health and Care Plan (EHCP) are required to apply for school places separately through the local authority from whom advice is available. If a child with a statement, or EHCP, is placed in the school by the local authority before the normal admission round, the number of places available to other applicants will be reduced.
3. Brothers and sisters include half brothers and sisters, step brothers and sisters and adopted brothers and sisters who share the same home
4. Staff members must have at least two years’ service with the school at the time. Alternatively they may have less than two years’ service but have been recruited especially with a skill/expertise required by the school

In Year Application Form

**Section 1 – Child’s Details**

|  |  |  |
| --- | --- | --- |
| Surname | GenderMale **🗆**  Female **🗆** | Date of Birth |
| First Name | Middle Name | Current Year Group |
| Home Address (at which the child most commonly resides) |
| Town/City | Postcode |
| Date on which the child moved to this address |
| If this was less than a year ago, please also provide their previous address |
| Town/City | Postcode |

**Section 2 – Parent/Carer’s Details**

|  |  |
| --- | --- |
| Title | Full Name |
| Relationship to ChildMother **🗆** Father **🗆** Step-Father **🗆** Step-Mother **🗆** Carer **🗆** Other **🗆** |
| If you have selected ‘other’ please provide details |
| E-mail Address | Home Telephone no. | Mobile Telephone no. |

**Section 3 – Child’s Current and Previous School**

|  |  |
| --- | --- |
| Child’s Current School’s Name and Address | Date Started |
| Child’s Previous School’s Name and Address | Date Started | Date Left |

**Section 4 – Reasons for Submitting an In-Year Application**

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| If you are still on roll at another school, have you informed them you are making an in-year application elsewhere? Yes **🗆** No **🗆**  |
| What is the reason for which you are making an in-year application? |

**Section 5 – Other Information**

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| --- |
| Does your child have a Statement of Education Needs or an Education, Health and Care Plan (EHCP)? Yes **🗆** No **🗆**  |
| Is your child in the care of the local authority (LAC) or were they in state care immediately prior to adoption (PLAC)? Yes **🗆** No **🗆**  |
| If yes, please supply documentary evidence of this alongside this in-year application form. |
| Has your child previously been permanently excluded from a school? Yes **🗆** No **🗆**  |
| If yes, please state the name of the school and the date from which the permanent exclusion took place |

**Section 6 – Oversubscription Criteria**

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| Does your child currently have a sibling on the roll of this school? Yes **🗆** No **🗆**  |
| If yes, please provide the name(s) of the sibling(s) |
| Is your child a child of a permanent staff member at the school, as defined in note 4 of the admissions policy? Yes **🗆** No **🗆**  |
| I am seeking priority under the faith-based oversubscription criteria, and have completed the school’s Supplementary Information Form Yes **🗆** No **🗆**  |
| I am seeking priority under the exceptional medical/social needs criteria, and have provided the necessary supporting professional evidence as defined in note 2 of the admissions policy Yes **🗆** No **🗆**  |

**Section 7 – Parental Declaration**

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| I certify that:I have read and completed all sections on this form, and have read the school’s admission arrangements.I am the person with parental responsibility for the child named in this application, and we ordinarily reside at the address provided.I am not using a fraudulent address or an address of convenience.The information I have given is true to the best of my knowledge and belief.I will notify Cathedral Primary School of any changes to the details in this application as soon as they occur.Any false, deliberately misleading or withheld information may render this application invalid.and could lead to the application being withdrawn.I have checked and have confirmed my child’s eligibility for state-funded education.  |
| Signature of the parent or carer | Date |