

## Child's Details – as on their birth certificate

Child's First Name																				
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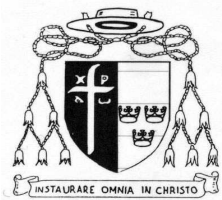
Family Name																				
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Child's Present Primary School	
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Reminder – You will need to refer back to the Admissions Policy (see pages 6 and 7) when filling in this form.  
*Please complete this form in black pen only.*

# SUPPLEMENTARY INFORMATION FOR SECONDARY SCHOOL TRANSFER

ARCHDIOCESE  
OF SOUTHWARK



LOUIS DESA  
HEADMASTER

## BISHOP THOMAS GRANT SCHOOL

BELLTREES GROVE, LONDON SW16 2HY  
Telephone: 020-8769 3294 Facsimile: 020-8769 4917  
e-mail: headteacher@btg-secondary.lambeth.sch.uk  
website: www.btg.ac

DCFS Number 208 5401

Religious Denomination: \_\_\_\_\_

Your Local Authority of Residence: \_\_\_\_\_

If any of the information given on this form changes before you are notified of the outcome of the application, you must inform the Headteacher IN WRITING immediately. Failure to do so may prejudice the Application. False information, or the omission of material information, may result in disqualification, or even the loss of a place after it has been offered, accepted or taken up.

For official Use only:		Ref No:		
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**APPLICATION TO JOIN YEAR 7:  
Bishop Thomas Grant School  
IN SEPTEMBER 2012**

**Applications must be received by the School no later than Friday 21 October 2011**

**Child's Details**

Child's First Name(s)			
Child's Family Name			
Date of Birth	DD/MM/YY	Gender	
Home Address (This must be the address where the child normally lives. If this is different from the parent/carer address, please give reasons for this.)			
			Postcode
Please attach proof of residency, e.g, utility bill			
Religious Denomination			
Date of Baptism		Place and Parish of Baptism	

**Details of Parents/Carers**

Parent/Carer 1 Title (Please circle)	Mr Mrs Miss Ms	Surname	
Relationship to Child			
Address, including postcode (if different from child's address given above)			
Preferred Contact Telephone Numbers			
Religious Denomination			

Parent/Carer 2 Title (Please circle)	Mr Mrs Miss Ms	Surname	
Relationship to Child			
Address, including postcode (if different from child's address given above)			
Preferred Contact Telephone Numbers			
Religious Denomination			

**Details of ALL siblings who will be on roll at Bishop Thomas Grant School at time of entry. Please indicate which year group the child is in at Bishop Thomas Grant School. A sibling is a brother or sister.**

Full Name	Year Group

**Details of the Parish in which you live**

Name of your Parish Church (e.g. the church where you go to Mass at present)	
a) Name of Parish Priest	
b) Address of priest's house including postcode	
c) Name and address of a Priest who knows you and to whom reference may be made	
If a) & c) above are different, please explain	
How long have you lived in the Parish?	

**Mass Attendance (Please tick which applies in each case):**

Child	Weekly <input type="checkbox"/>	Fortnightly <input type="checkbox"/>	Once a month <input type="checkbox"/>	Less than once a month <input type="checkbox"/>	Never <input type="checkbox"/>
Parent/Carer 1	Weekly <input type="checkbox"/>	Fortnightly <input type="checkbox"/>	Once a month <input type="checkbox"/>	Less than once a month <input type="checkbox"/>	Never <input type="checkbox"/>
Parent/Carer 2	Weekly <input type="checkbox"/>	Fortnightly <input type="checkbox"/>	Once a month <input type="checkbox"/>	Less than once a month <input type="checkbox"/>	Never <input type="checkbox"/>

**How long has this been your usual practice?**

Child  years      Parent/Carer 1  years      Parent/Carer 2  years

**Please indicate which Mass (Saturday/Sunday and time) you and your child normally attend:**

Parent/Carer 1	Parent/Carer 2	Child

**Present School of Child for admission (needed for school records and not forming part of the admissions process)**

Name of Present School	
Dates from and to:	
Name of Present Headteacher	
Address (including Post Code)	
Tel. No	

**Please add here any other information you may feel is relevant to this application in relation to the school's admissions policy, for example, exceptional medical, social or pastoral needs of your child that make only this school suitable for them. Strong and relevant evidence must be provided by an appropriate professional authority (eg qualified medical practitioner, education welfare officer, social worker or priest).**

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**PLEASE RETURN THIS FORM TO THE  
HEADTEACHER  
at  
Bishop Thomas Grant School  
Belltrees Grove  
London SW16 2HY**

For all applications for places in Year 7, please ensure that you also complete the Common Application Form (CAF) issued by the Local Authority in which you reside. The CAF should be returned to the Local Authority.

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**REMINDER: PLEASE ENSURE THAT YOU ATTACH THE FOLLOWING  
DOCUMENTATION TO THIS SUPPLEMENTARY FORM:**

**ORIGINAL BAPTISMAL CERTIFICATE  
ORIGINAL RECENT UTILITY BILL**

**Please enclose a stamped addressed envelope for return of the certificate.**

**PLEASE NOTE ALL OF THE ABOVE MUST BE RECEIVED BY THE SCHOOL NO LATER  
THAN FRIDAY 21 OCTOBER 2011**

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I/We confirm that the information given on this Supplementary Form is correct and that I/We have not omitted any material information. I/We have read the Admissions Criteria.

Signed .....Date.....  
*Parent/Carer 1*

Signed .....Date.....  
*Parent/Carer 2*

It is not necessary for both parents/carers to sign. If both parents/carers do not sign, it is assumed that a single signature represents both parents/carers.

**BISHOP THOMAS GRANT SCHOOL**  
**ADMISSIONS' POLICY FOR ENTRY IN THE ACADEMIC YEAR**  
**COMMENCING SEPTEMBER 2012**

**Introduction**

Bishop Thomas Grant School is a voluntary aided school in the trusteeship of the Archdiocese of Southwark. The School is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government and seeks at all times to be a witness to Jesus Christ. The School exists primarily to serve the Catholic community. Admission is normally restricted to committed and practising baptised Catholic children who have one or both parents who are also committed, practising members of the Catholic Church. However, the Governing Body welcomes applications from further a field and, **subject to the availability of places**, from parents of children of other denominations and faiths who support the religious ethos of the School.

The admission of pupils to the School shall be the responsibility of the Governing Body who will admit up to 180 girls and boys (ie DCSF Approved Admissions Number) in Year 7 each year. In determining the roll, the Governors will not admit pupils in excess of this number where such admissions would prejudice the provision of effective education or the efficient use of resources.

**Over-subscription Categories**

Where applications exceed the number of places available; the following categories will be applied, in the order set out below, to decide which children should be admitted. In assessing commitment and practice the Governors will take into account frequency of Mass attendance. Applications will be ranked in the following order: those who attend Mass weekly, fortnightly, monthly, less than once a month, never and with priority being given to children baptised within the first year of birth. This will be determined according to the information submitted on the applicant's supplementary form. For Catholic applicants the Governing Body will also seek written support from the Priest at the place where the family regularly attends Sunday Mass, in order to confirm their frequency of Mass attendance. Applications must be supported by an original baptismal certificate for the child.

- 1        Looked after baptised Catholic children or looked after children in the care of Catholic families.
  
- 2        Committed and practising baptised Catholic children of a committed and practising Catholic parent or committed and practising baptised children and their parent who are members of the Oriental Rite Churches in union with Rome. (See Appendix 1).
  
- 3        Baptised Catholic children who themselves are committed and practising but whose parent may not be a practising Catholic at the time of admission or committed and practising baptised children who are members of the Oriental Rite Churches in union with Rome but whose parent may not be practising at the time of admission. (See Appendix 1).
  
- 4        Children enrolled in the catechumenate. Evidence of enrolment in the catechumenate will be required.

- 5 Looked after children not in category 1.
- 6 Children who are members of Eastern Orthodox Churches. Evidence of Baptism will be required.
- 7 Children of families who are members of other Christian denominations that are part of Churches Together in England. Evidence of Baptism (or dedication) provided by a priest or minister of a designated place of worship will be required. (See Appendix 2).
- 8 Children who are members of other faiths. Evidence membership of the faith provided by a priest, minister or religious leader of a designated place of worship will be required.
- 9 Any other children.

If there is over-subscription in any of the above categories, the Governing Body will allocate places in accordance with the following criteria in the order of priority set out below:

- (a) A direct link with the school: the presence of a brother or sister in school at the time of admission. By 'brother or sister' we mean natural brothers or sisters or legally adopted siblings. Evidence of the relationship will be required.
- (b) Those with special circumstances (medical or social factors affecting the pupil or the family) including looked after children not covered in (a). The Governing Body will require written evidence in such cases from any relevant professional at the time of the application.
- (c) Priority will be given to those applicants who live nearer to the School (as measured by a straight line from the School gate to the applicant's home), using the measurement supplied by a computerised mapping system from the Local Authority.

### **Waiting list**

Parents of children who have not been offered a place at the school may ask for the child's name to be placed on a waiting list. The school will maintain a waiting list for one term in the academic year of admission. The waiting list will be operated using the same admissions criteria listed above. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

It is possible that when a child is directed under the local authority's fair access protocol they will take precedence over those children already on the list.

### **Appendix 1**

#### **Oriental Rite (or Eastern Catholic) Churches in union with Rome**

##### **Alexandrian**

Coptic Catholic Church

Ethiopian Catholic Church ('Gheez rite') (Includes Eritrean Catholic Church)

##### **Antiochean (West Syrian)**

Syrian Catholic Church

(Syro-)Maronite Catholic Church

Syro-Malankar Catholic Church

## **Armenian**

Armenian Catholic Church

## **Chaldean (East Syrian)**

Chaldean Catholic Church

Syro-Malabar Catholic Church

## **Constantinopolitan (Byzantine)**

Albanian (Byzantine) Catholic Church

Belarussian Catholic Church

Bulgarian (Byzantine) Catholic Church

Georgian Catholic Church

Greek (Hellenic) Catholic Church

Greek-Melakite Catholic Church

Hungarian (Byzantine) Catholic Church

Italo-Albanian (Byzantine) Catholic Church

Church of the Byzantines of the Diocese of Krizevci (Krizevci Catholic Church)

Macedonian Catholic Church

Romanian (Greek) Catholic Church

Russian Catholic Church

Ruthenian (Byzantine) Catholic Church

Slovak (Greek) Catholic Church

Ukrainian (Greek) Catholic Church

## **Appendix 2**

### **Members of Churches Together in England**

Antiochan Orthodox Church

Baptist Union of Great Britain

Cherubim and Seraphim Council of Churches

Church of England

Church of God of Prophecy

Church of Scotland (in England)

Congregational Federation

Coptic Orthodox Church

Council of African and Caribbean Churches UK

Council of Oriental Orthodox Christian Churches

Icthus Christian Fellowship

Independent Methodist Church

International Ministerial council of Great Britain

Joint Council for Anglo-Caribbean Churches

Lutheran Council of Great Britain

Mar Thoma Church

Methodist Church

Moravian Church

New Testament Assembly

New Testament Church of God

Oecumenical Patriarchate

Redeemed Christian Church of God

Religious Society of Friends

Roman Catholic Church

Russian Orthodox Church (Moscow Patriarchate and Oecumenical Patriarchate)

Salvation Army

Seventh Day Adventist Church (NOT a full member – only an observer)

Transatlantic Pacific Alliance of Churches  
United Reformed Church  
Wesleyan Holiness Church

### **Right of Appeal**

If a place at the School is not offered, parents have the right to appeal to an Independent Appeal's Panel set up according to the School Admission Appeals Code of Practice. Details of the procedure will be supplied to such parents by the Clerk to the Governors.

### **In-year School Applications**

Applications for a place at the School in-year, must be made using the Common Application Form of the Local Authority (LA) where the child resides. This form must be returned to the LA. The School's Supplementary Form should also be completed to enable the governors to rank the application in the event of there being more than one application for a place. The governors will use the same criteria to rank the application as that listed above. The offer of a place at the School will be made by the LA on behalf of the governors. In the event of the governors deciding that a place cannot be offered, parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

### **Annual Review**

The Admissions' Policy has been made in consultation with the Archdiocese of Southwark and the Lambeth Admissions Forum. It will be subject to annual review.

### **The Honesty of the Application**

Any false or deliberately misleading information given on the Common Application Form or Supplementary Form or in supporting papers, or any relevant information withheld, may lead to withdrawal of a place, even after the child has started at the school.

### **ADMISSIONS PROCEDURE**

In addition to the common application form supplied by your Education Authority (LEA) in which you reside, a supplementary information form available from the School, should be completed and sent separately to Bishop Thomas Grant School not later than the closing date published by your Education Authority (LEA). If a supplementary form is not submitted to the School, the Governors will not be able to apply their admission criteria and the application will be considered under the 'any other children' category. You are advised to make a copy of the form. You should retain the copy and pass the original form to Bishop Thomas Grant School. Evidence of Baptism and a recent utility bill must accompany the Supplementary Application Form.