

**IN-YEAR TRANSFER APPLICATIONS FOR ST. PAUL'S  
SCHOOL FOR GIRLS, VERNON ROAD, EDGBASTON,  
BIRMINGHAM, B16 9SL**

**All applications for In-Year transfers must now be made directly to the schools of your choice using an Application for a Change of School (In-Year) form from the relevant authority that the school comes under. You will need a separate form for every school you are applying to. If your daughter has a Statement of Education Needs or an Education, Health & Care Plan then your application has to be made through SENAR.**

**For all Birmingham Authority schools these are available to collect from schools, local libraries or online at:  
[www.birmingham.gov.uk/schooladmissions](http://www.birmingham.gov.uk/schooladmissions)**

**All applications for our school (St Paul's Catholic School for Girls) will require the following documentation to be included with the application form to assist the Governor's correctly match each applicant to the correct Criteria Point:**

- 1) Proof of your home address (e.g. a copy of council tax, gas or electricity bill (within last 6 months);**
- 2) Copy of your daughter's Birth Certificate or passport;**
- 3) Copy of your daughter's Baptism Certificate; and**
- 4) a letter of support from your parish priest or the completed Supplementary Information Form.**

**This form and all documentation must come back directly to us for the Governors to look at your application and make a decision as to whether a place can be offered or not. A letter will be sent out to you once the Governors have looked at any applications letting you know their decision.**

**If no place is available your daughter's name will be added to the relevant Year Groups Waiting List.**

# St Paul's School for Girls

## Application for a Change of School In-Year Application



Please note that this form is **only** to be used to apply for a place in the school outside of the normal round of admissions. A separate form is required for each child.

It is recommended that you read the school's admissions policy which is available at <https://www.stpaulgl.bham.sch.uk/attachments/download.asp?file=1623&type=docx>

### 1. CHILD'S DETAILS

Forename:	Surname:	D.O.B:	Gender:
Child's home address:		Child's current Year group:	
Postcode:			

Does your child have an Education, Health & Care Plan (EHCP)? Yes  No

If your child has an EHCP you should not apply for them using this form. Please contact the Special Educational Needs department who issued the EHCP to discuss your request to transfer your child to another school directly with them.

Has your child been baptised Catholic or received formally received into the Catholic Church?

Yes  No

**If you have answered "Yes" to the above question, please attach your child's Baptismal Certificate or Certificate of Reception to this application form. If you fail to provide this evidence your child's application will not be prioritised as a Catholic applicant which may affect their chances of being offered a place.**

Does your child have a Certificate of Catholic Practice?

Yes  No

**If you have answered "Yes" to the above question, please attach the Certificate of Catholic Practice to this application form. If you fail to provide this evidence your child's application will not be prioritised as a practising Catholic which may affect their chances of being offered a place.**

Is this child a looked after child, previously looked after child or and internationally adopted previously looked after child as explained below?

Yes  No

If you have answered "Yes" and the child is not Catholic, is at least one of the carers a Baptised Catholic?

Yes  No

If the child is an internationally adopted previously looked after child has their been any involvement with either the Local Authority or Virtual School Head?

Yes  No  Not applicable

For the purposes of admissions, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer **must** forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child was looked after but ceased to be so because he or she was adopted or became subject to a child arrangements order or special guardianship order and includes those children who appear (to the governing body) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Does your child already have a sibling attending this school?

Yes  No

If you have answered "Yes" please provide the name and year group of the sibling(s)

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**2. PARENT/GUARDIAN'S DETAILS**

Title:	Forename:	Surname:
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Relationship to child:	Home telephone number:	Mobile telephone number:
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Email Address:

Home Address (if different to child's):

Postcode:

**3. CURRENT/PREVIOUS SCHOOL DETAILS**

Name and address of child's current or previous school:	Date last attended or state "still attending":
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Reason for leaving:

**4. PARENT/GUARDIAN DECLARATION**

**Please read the following carefully and confirm your agreement and understanding by signing where indicated.**

- I have read the Admissions Policy of the school and confirm that the information I have provided in this application is correct. I understand that I must notify the school immediately if there is any change to these details. Should any information I have given prove to be inaccurate or deliberately misleading, this may result in any offer of a place being withdrawn even if the child has already joined the school.
- The submission and acceptance of this application form does not constitute the offer of a school place. Governors will consider your application and you will be notified in writing of the outcome of your application.
- The information within this form will be used for application purposes only, will not be shared with any third party and will be processed in line with the school's privacy notice.

Signature of parent/guardian:	Print name:	Date:
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Please return this application form to:- **St Paul's School for Girls, Vernon Road, Birmingham, B16 9SL**



# ST PAUL'S SCHOOL FOR GIRLS

For office use only

Criterion

Admission arrangements for  
academic year 2022/2023

## Supplementary Information Form

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholics families. Whenever there are more applications than places available, priority will be given to Catholic Children in accordance with the oversubscription criteria listed in the schools published admission policy. The school is conducted by its Governing Body as part of the Catholic Church in accordance with its Trust Deed and instrument of Catholic Education for all our pupils. At a Catholic school, catholic doctrine and practice permeate every aspect of the schools activity. It is essential that the Catholic character of the schools education be fully supported by all families in the school. We therefore hope that all parents will give their full unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

Student First Name:		Date of Birth:	D	D	M	M	Y	Y	Y	Y
Student Surname:										
Address:										
Post Code:										
Current Primary School:										
Contact Number: (Parent/Guardian)										
Email: (Parent/Guardian)										
Is the above named child a baptised Catholic or have they been received into the catholic church?*	Yes		No							
Is the certificate of Catholic Baptism or reception into the Catholic Church attached?*	Yes		No							
Is the certificate of Catholic Practice attached*	Yes		No							
Do you have a sister in school?	Yes		No							

\* A Certificate of Catholic Baptism or Reception into the Catholic Church and a certificate of Catholic Practice is required in order for the governing body to give the correct priority to an application. A blank copy of the certificate can be obtained from the Diocesan Education Service Website at <https://www.bdes.org.uk/admissions.html>. Failure to provide evidence of Catholic Baptism or Reception into the Church or Certificate of Catholic Practice may affect the oversubscription criterion that the child's name is placed in.

Please note that as well as completing this **Supplementary Application Form**, Parents must also complete the **Local Authority's Common Application Form** obtained from your daughter's Primary School in order for the application to be complete. This **Supplementary Information Form** is only for the schools use and is, in conjunction with the **Local Authority's Common Application Form**, to enable the Governing Body to rank applicants using the published oversubscription criteria. **This Supplementary Information Form** must be returned directly to St Paul's School For Girls at Vernon Road, Edgbaston, Birmingham, B16 9SL by **31st October 2021**.

Please note that this is **Not** the Local Authority's Common Application Form. As well as completing this **Supplementary Application Form** and returning it directly to the school, you **MUST** also complete the **Local Authority's Common Application Form** obtained from your daughter's Primary School otherwise your application will be deemed incomplete and therefore invalid.

**THIS FORM MUST BE RETURNED TO ST PAUL'S SCHOOL FOR GIRLS**



**BISHOPS' CONFERENCE OF ENGLAND AND WALES**

**CERTIFICATE OF CATHOLIC PRACTICE**

**Details of child (for identification only)**

Full name of child: \_\_\_\_\_

Address of child: \_\_\_\_\_

Postcode: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

I am [the child's parish priest] [the priest in charge of the Church where the family practises] **[delete as applicable]**

I hereby certify that this child and his/her family are known to me and, to the best of my knowledge and belief, the child is from a practising Catholic family.

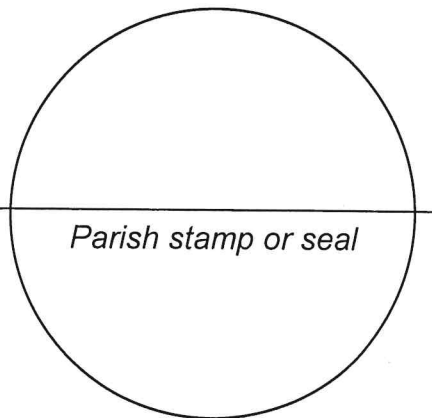
Priest's name \_\_\_\_\_ Position \_\_\_\_\_

Parish (or ethnic chaplaincy) \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Priest's signature \_\_\_\_\_



Date \_\_\_\_\_