

## Steps to apply for a Secondary School in Southwark and St Michael's Catholic College

1. Please see the Southwark Website for your online application, (common application form). It is critical that you make this application. See the details from the Southwark website below.
2. Additionally, fill in the St Michael's parent form and return it to the college no later than Friday 19<sup>th</sup> October 2018.
3. Additionally, arrange for the Priest's form to be signed. It is critical that all the boxes are ticked and that the form is signed and dated. Please note that some priests return the forms directly to the College, so please ask your priest whether he will be doing this or not.
4. If you have lived in more than one parish over the last three years, you need to submit a priest form for each parish.

Deliver your Parent form (and the priest's form, if not being returned to us directly by him), with your child's baptismal certificate and a proof of address to us no later than Friday 19<sup>th</sup> October 2018.

Appropriate proofs of address: bank statement, driving license, utility bill (not a mobile phone bill), council tax bill or rent book.

Here is a link to the Southwark Council page on applying for a secondary school.

<http://www.southwark.gov.uk/schools-and-education/school-admissions/secondary-admissions/applying-for-a-secondary-school-place>

## Applying for a Secondary School Place

Before Applying for a secondary school place for your child, research the schools that you and your child are interested in. You can find information from a range of sources, including:

- Southwark Website - <http://www.southwark.gov.uk/schools-and-education/school-admissions/secondary-admissions/applying-for-a-secondary-school-place>
- School open days and Evenings

If you are a Southwark resident, you must apply online for a secondary school place. If you live in another borough, you must complete the admission application for the borough in which you live but may apply for schools outside your borough.

If you're applying to a secondary school that uses banding as part of its oversubscription criteria, your child will be required to take a test. Contact the school for further information. You must ensure that the online application is fully completed and that all details are entered correctly. Failure to tick certain boxes such as the sibling box or the social/medical box will mean that these criteria may not be identified when your application is being processed.

If you're providing additional information to support your application (e.g. a medical letter), make sure you upload this as an attachment with your online application or submit this by post to the school admissions team before the closing date of 31 October 2018.

You must complete a Supplementary Information Form (SIF) if the school you've listed as one of your preferences requires it. You must pick up the SIF from the school, complete it and then return it to the school.

Where both the online application and the SIF are required, admission applications may be invalid or chances of a place reduced unless both the online application and the SIF have been completed, signed and received at the correct addresses by the closing dates. Please check the individual deadline date for returning the SIF with each school.