



Headteacher: Mrs N Peters

## PRE-SCHOOL APPLICATION FORM

Child's Name:	
Date Of Birth:	
Full name of First Parent/Carer with parental responsibility:	
Mobile Tel No:	
Full name of Second Parent/Carer with parental responsibility:	
Mobile Tel No:	
Address:	
Postcode:	
Email:	
Name(s) of Sibling(s) Who will still be in attendance at St Teresa's Primary School on the date of admission	
Copy of Birth Certificate enclosed	
£50 Non refundable Administration Fee paid (A direct payment to 50529968 30-63-54, St Teresa's Pre-School)	
Signature of parent/carer:	
Date:	

MEDICAL INFORMATION

Name of Child's  
Doctor:

Address of Doctor:

Telephone:

Does your child have any additional needs that would require support?

**Yes / No**

If yes please provide more information and attach copies of any relevant documentation e.g. EHCP, medical forms or Speech & Language documentation.

Please give details of any medical condition staff should be aware of:

Please give details of any allergies e.g. food, skin contact:

I agree to the above named child receiving emergency medical treatment **Yes/No**

ADDITIONAL INFORMATION

Please give any other information you feel our staff should know about your child:

## ADMISSIONS INFORMATION

Please read the criteria on the reverse of this form and indicate the **highest category** (lowest number) applicable to your child, under which your application will be considered. Please ensure you submit a copy of a utility bill for all categories as proof of address.

Category 1 – Catholic 'Looked After Children' or 'Previously Looked After children' (please include the child's baptismal certificate & copies of paperwork relating to the adoption or fostering)

Category 2 - Baptised Catholic child with a baptised Catholic sibling in attendance at St Teresa's School (please include the child's baptismal certificate)

Category 3 - Baptised Catholic child (please include the child's baptismal certificate)

Category 4 – Non-Catholic 'Looked After Children; or 'Previously Looked Children' (please include copies of paperwork relating to the adoption Fostering)

Category 5 – Unbaptised child of baptised Catholic parents (please include the parent's baptismal certificate)

Category 6 - Other pupils with a sibling at the school (no evidence required)

Category 7 - Child of parents who are practising members of other Christian denominations  
(please include a letter from faith leader confirming membership)

Category 8 - Children of parents who are members of other faiths  
(please include a letter from faith leader confirming membership)

Category 9 – Other children (no evidence is required)

## OVERSUBSCRIPTION CRITERIA

The Governing Body will consider all applications equally, irrespective of ability or need and without reference to the positioning in the ranked list on the application form. In the event of more than 45 applications being received, places will be allocated strictly in the following order of priority:

1. Catholic\* '*Looked After Children*' or '*Previously Looked After Children*'\*\*\*
2. Baptised Catholic\* children with a baptised Catholic\* sibling in attendance at St Teresa's School (not including the pre-school) at the time of application and expected to still be there at the time of entry to the school. (Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling)
3. Baptised Catholic\* children
4. Non-Catholic '*Looked After Children*' or '*Previously Looked After Children*' \*\*\*
5. Unbaptised children of baptised Catholic\* parents
6. Other pupils with a sibling at the school, not including the pre-school (sibling defined as in 2 above)
7. Children of parents who are practising members of other Christian denominations who belong to other churches and ecclesial communities which, acknowledging God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above. All members of Churches Together in England and of CYTUN are deemed to be included in this definition\*\*
8. Children of parents who are members of other faiths\*\*
9. Other children

**\*For the purposes of these admissions arrangements, a baptised Catholic means a person baptised in a church which is in communion with the See of Rome or a person received into the Catholic Church. Proof of baptism is required.**

**\*\* If application is being made for a place at the school as a member of another Christian denomination or another faith a letter confirming membership of that Christian denomination or faith and signed by the appropriate minister of religion or faith leader, will be required. The letter should be provided at the same time as this form is returned to the school.**

**\*\*\* A 'Looked After Child' is a child who is (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 at the time of making an application to a school. 'Previously Looked After Children' are children who were looked after, but ceased to be so because they were adopted. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders) or became subject to a child arrangements order 18 or special guardianship order 19).**

In compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked you to provide on this form.

1. St Teresa's is an Academy within the Frassati Catholic Academy Trust. The Academy Trust is the Data Controller.
2. Being a Catholic education provider, we work closely with the School's Diocesan Authority, the School's Trustees, the Local Authority, the Catholic Education Service and the Department for Education, and may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.
3. The person responsible for data protection within our organisation can be contacted by email [dpo@st-teresas.wokingham.sch.uk](mailto:dpo@st-teresas.wokingham.sch.uk) with questions relating to our handling of the data.
4. We require the information we have requested for reasons relating to our functions as the admission authority of the School.
5. It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR).
6. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
7. It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR).
8. If the application is successful, the information you have provided on this form will be migrated to the School's enrolment system, and the data will be retained and processed on the basis of the School's fair processing notice and data protection policies which apply to that data.
9. If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the School's data retention policy.

To read about individual rights and/or to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by contacting the Frassati Catholic Academy Trust. Please refer to the complaints procedure <https://www.frassati-cat.com/policies>. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioners Office via their website at: [ico.org.uk](http://ico.org.uk).

Child's Name					
Date / Term due to start Pre-School					
Days					
Sessions	Mon	Tues	Wed	Thurs	Fri
7.55 – 8.45 (Breakfast Club)					
8.45 – 11.45 (am Session)					
* 11.40 – 12.30 (Lunch Club)					
12.20 – 3.20 (pm Session)					
3.20 – 6.00 (Afterschool Club)					

\*The drop off and collection times are during the day are staggered to reduce congestion, however, Children staying for the next session receive continuous care.

I agree to the terms and conditions of the Pre-School.

Signed by (Parent): .....

Please note, when confirmed, these sessions must be paid for in advance each month.