

## Notes for Guidance on Completion of the Mid-Year Application Form

1. Once you have sent your application to the school, the school will write to you within 7 school days to confirm if a place is being offered or not. If you do not hear within this timescale, please contact the school directly to ask about your application.
2. If the school writes to you to offer a place, you should get in touch with the school to confirm if you are accepting the place and arrange a start date.
3. If you are refused a place, the letter you receive should explain the reasons for the decision.
4. Applying from overseas - for UK/EU citizens where the last school was overseas, you need to provide a copy of the passport to prove that the child is a UK/EU citizen. For non-EU citizens, the child must be in the UK before the application can be processed and proof of residency such as an endorsed (stamped) passport or entry visa will be required with the application.

## Things to consider before changing school

If you have not moved house, you should not remove your child from his/her current school until you have secured a new school place. Your child should continue to attend the current school if it is within travelling distance.

### The Curriculum

Every school has a structured curriculum but different parts of it will be taught at different times of the year in each school.

Different books or periods of history may be studied, depending on the choices made by the school. For students in Year 10 or 11, you need to consider whether the GCSE subjects your child is currently studying be available. There is no guarantee their options can be matched.

### Uniform

You may have to buy a complete set of new uniform if your child changes school.

### Transport

You may have to consider the cost of transport. St Helena School does not offer subsidised transport.

Should you need any assistance in completing this application form, please contact the Admissions Officer on 01206 572253.