



Headteacher
Mr Justin Dachtler

Email: school@st-teresas.merton.sch.uk
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Transfer from another Merton School -
Reception-Y6 In Year Applications

Dear Parent,

Thank you for your enquiry regarding a place for your child at St Teresa's School. We enclose a Supplementary Information Form, an Applicant's Information Form and a copy of our Admissions Policy. Please complete the School Application Form and Supplementary Information Form (SIF) and if you attend St Teresa's Parish make an appointment to take these to the Parish Priest, Canon Michael Scanlon, to be signed and stamped. Alternatively, please make an appointment with your own Parish Priest/Minister, to deal with this. The Priest will also require sight of the Baptismal Certificate, so please take this with you when you arrange an appointment. Completing these forms may place your child higher on the waiting list if your child is baptised Catholic, Christian or Orthodox.

The forms should all be returned to the school together with the original Birth Certificate, Baptism Certificate and Passport if you have one and proof of your home address. This can be a utility bill no more than 3 months old. We will then make copies of these documents, to support your application.

Once the documentation is received, we will be able to look at offering your child a place or alternatively placing their name on our Waiting List, until a place becomes available. If, and when a place becomes available, you will need to contact the Local Authority to obtain a transfer form to be completed by your child's current school and then handed to our school.

Should a place become available you will need to complete a Transfer Form, obtainable from London Borough of Merton and this should be taken to your child's current school to be signed and brought to us before we offer a place for your child.

We would ask you to please note that if you do not have British Residency status, you will need to provide copies of your family passports and visas, prior to your child's admission to St Teresa's.

Yours sincerely,

Justin Dachtler
Headteacher

L/Admissions/In-YearNewAppslet-MertonSchoolTransfer

"Love proves itself by deeds so how am I to show my love?" St Thérèse of Lisieux

