



# St Michael's Catholic College

Llewelyn Street, London, SE164UN

Telephone: 020 7237 6432 Email: contact@stmichaelscollege.org.uk

## Priest Form for In Year Admission 2024-2025

This form should be completed when applying for a place in St Michael's Catholic College in the Archdiocese of Southwark. Please complete and sign the form below and, if you are Catholic, hand it to your Parish Priest or the Parish Priest at the church at which you normally worship. He will add his reference in Part 2 and forward the form to the College. The Governors consider sustained, regularity of Mass attendance; which means frequency of attendance over the past three years. Therefore it is incumbent on parent/guardians to provide evidence of Mass attendance. If the family attends or has attended Mass in more than one Parish during the past three years, the parent/ guardians must provide one of these forms for each. If the child and parent are not Catholic, please hand the form to your Minister or equivalent who will add his or her reference in Part 3.

**Note: You should also complete a In Year Admissions form with your Local Authority**

### PART 1 (To be completed by Parent or Guardian)

College to which you are applying: .....

Address of College: .....

Surname of child:.....Christian/forename(s) of child:.....

Date of birth: .....

Religion/Denomination: (e.g. Roman Catholic) .....  Boy  Girl

Date and place of Baptism (if applicable): .....

Parent name: ..... Parent religion/denomination: .....

Home address: .....

..... Postcode: .....

Contact telephone numbers: ..... (Mother/Father/Guardian)

If Catholic, indicate which Mass you normally attend: Saturday at ..... (time)  
or Sunday at ..... (time)

Parish in which you live (e.g. Holy Innocents, Orpington) .....

Usual place of worship (if different): .....

How long have you worshipped there? ..... years. If you have recently moved to the Parish please give details of your previous Parish:  
.....

How often do you attend Mass?  weekly  once or twice a month  less often

Please add here information you may feel is relevant to this application in relation to the College's admissions policy in respect of Mass attendance. Governors consider regularity of Mass attendance on the basis of a minimum of three years over the minimum period of the past three years, unless the parent can provide compelling evidence in the form of a signed and sealed letter from their parish priest, Bishop or Archbishop as to why, relating to Dispensation, this may not have been possible.

I confirm that the information we have given on this form is accurate and truthful:

Signed: ..... Parent/Guardian Date: .....

**PART 2 (To be completed by Catholic Priests only)**

The parent may view this form in the event of an appeal

**PLEASE ENSURE THAT EVERY PART OF THE FORM IS COMPLETED TO AVOID DELAY WITH THE APPLICATION**

I am satisfied that the child is a baptised Roman Catholic or within a Church that is in full communion with Rome.

Yes  No

The parent is known to me:

Yes  No

The child is known to me:

Yes  No

**For the PARENT:**  
**please confirm mass attendance over the past three years:**

**Please ensure one of these boxes is ticked**

Regular attendance at Mass (i.e. weekly)

Occasional attendance at Mass (i.e. once or twice a month)

Irregular attendance at Mass (i.e. less than once a month)

**How long has the parent attended your church?**

.....

**For the CHILD:**  
**please confirm mass attendance over the past three years:**

**Please ensure one of these boxes is ticked**

Regular attendance at Mass (i.e. weekly)

Occasional attendance at Mass (i.e. once or twice a month)

Irregular attendance at Mass (i.e. less than once a month)

**How long has the child attended your church?**

.....

**Please comment if appropriate, only to clarify the Mass attendance above.** Governors consider regularity of Mass attendance on the basis of a minimum period of the past three years, unless the parent can provide compelling evidence in the form of a signed and sealed letter from their parish priest, Bishop or Archbishop as to why, relating to Dispensation, this may not have been possible:

.....  
.....

Priest's name: .....

Parish (or ethnic chaplaincy): .....

Address: .....

Tel: ..... Parish stamp or seal:

Priest's signature: ..... Date: .....

**In the event that a parish priest has been in post for fewer than three years before the time of signing, the Governors will accept a signature from the previous parish priest, or from a parish worker (such as Eucharist Minister) who knows the applicant well. In this case the parish priest should countersign.**

**PART 3 (To be completed only by Ministers of other denominations or faiths)**

**Applicants from other denominations or faiths should hand this form to their Minister or equivalent asking them to complete the section below and return it to St Michael's Catholic College by the due date.**

I confirm that this family is a member of our faith community  The family is not known to me

Name of Minister: ..... Denomination/faith: .....

Parish or faith community: .....

Address: .....

Tel.: .....

Please indicate membership of Churches Together in England  Yes  No

**Instructions to the Priest, Minister or other faith leader:**

Please complete and return this form to the Admissions Secretary, St Michael's Catholic College, Llewellyn Street, Bermondsey, London SE16 4UN