

## Supplementary Information Forms

This Appendix contains a copy of the Supplementary Information Form (SIF) for all West Sussex Church Voluntary Aided Schools, Church Voluntary Controlled Schools and Academies who use a SIF.

SIFs are used to process applications. In West Sussex SIFs can only request additional information which has a direct bearing on decisions about oversubscription criteria.

### **FAITH SCHOOL ADMISSION ARRANGEMENTS and COVID-19:**

Some faith based admission authorities define children's or families' membership or practice of the faith for the purpose of school admissions through regular attendance at a place of worship over a specified period. Due to the coronavirus (COVID-19) outbreak, there have been restrictions on the opening of places of worship (especially for communal worship) and parents and their children may have been unable to attend their place of worship as normal.

This has meant that faith schools with admissions arrangements that prioritise applicants based on membership or practice of the faith, evidenced through regular attendance at a place of worship and/or at communal worship, may find their admission arrangements have been affected for the September 2022 intake.

When making a preference for a faith school please check the school's website to see if they have made any changes to their arrangements for the 2022 intake. For example, some schools may have changed their Supplementary Information Form (SIF) or faith leader reference requirements. If in doubt please check directly with the school.

**Please note that it is a parent's responsibility when making an application to a faith school to ensure that any changes to the original admissions arrangements are complied with.**

Town	School Name	SIF	School Type*
Burgess Hill	St Wilfrid's Catholic Primary	Yes	CVA
Cowfold	St Peter's CofE Primary	Yes	CVA
Crawley	Desmond Anderson Primary Academy	Yes**	A
Crawley	Gatwick School	Yes	F
Crawley	Our Lady Queen of Heaven	Yes	CVA
Crawley	Pound Hill Infant Academy	Yes**	A
Crawley	St Andrew's CofE Primary	Yes	CVA
Crawley	St Francis of Assisi Catholic Primary	Yes	CVA
Crawley	St Margaret's CofE Primary	Yes	CVA
Cuckfield	Holy Trinity CofE (Aided) Primary	Yes	CVA
East Grinstead	St Mary's CofE Primary	Yes	CVA

East Grinstead	St Peter's Catholic Primary	Yes	CVA
Haywards Heath	St Joseph's Catholic Primary	Yes	A
Haywards Heath	St Wilfrid's CofE Primary	Yes	CVA
Horsham	All Saints CofE Primary	Yes	CVA
Horsham	St John's Catholic Primary	Yes	CVA
Horsham	St Mary's CofE Primary	Yes	CVA
Horsham	St Robert Southwell Catholic Primary	Yes	CVA
Horsted Keynes	St Giles CofE Primary	Yes	CVA
Hurstpierpoint	St Lawrence CofE Primary	Yes	A
Lindfield	Blackthorns Community Primary Academy	Yes**	A
Lindfield	Lindfield Primary Academy	Yes**	A
Nuthurst	St Andrew's CofE Primary	Yes	CVA
Pulborough	St Mary's Cof E Primary	Yes	CVA

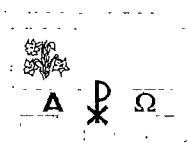
\*CVA = Church Voluntary Aided School

VC = Church Voluntary Controlled School

A = Academy

F = Free School

\*\* These four schools are all run by The University of Brighton Academies Trust and share the same SIF. Please use the SIF saved under Desmond Anderson Primary Academy in Crawley or contact the school direct.



# St Wilfrid's Catholic Primary School

*A Catholic School in the Diocese of Arundel and Brighton*

School Close, Queen Elizabeth Avenue, Burgess Hill, West Sussex RH15 9RJ

Telephone: 01444 235254 Fax: 01444 230038

Email: [office@stwilfridsbh.org.uk](mailto:office@stwilfridsbh.org.uk)

[www.st-wilfrids-burgesshill.w-sussex.sch.uk](http://www.st-wilfrids-burgesshill.w-sussex.sch.uk)

## SUPPLEMENTARY INFORMATION FORM

### For admission in 2022-23

#### Important note to Parent/Carer:

- If you are expressing a preference for a place for your child at this school and wish to apply in connection with one of the faith criteria, you should complete this Supplementary Information Form (SIF).
- If you do not complete the SIF and return it to the school with all supporting documents by the closing date, your child may not be placed in the appropriate faith criterion. This is likely to affect your child's chance of being offered a place.
- For a Reception Year Admission in the normal admissions round for the Year 2022-23 the completed SIF, together with all supporting documents, should be returned to the school by **15 January 2022**.
- For an In-Year Admission in the Year 2022-23, the completed SIF, together with all supporting documents, should be returned to the school as soon as possible.
- If you are applying to more than one Catholic school, you will need to fill out a separate SIF for each school.
- You **must** also complete the local authority Common Application Form (CAF). The SIF is not valid without the CAF.

**PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS****Child Details**Surname Forenames (in full) Gender      Boy ☐      Girl ☐      Date of birth:  /  / Child's Home Address  Post Code: Is the child resident in the parish of Burgess Hill and Keymer?      Yes ☐      No ☐  
(A zoomable map of the parish is available at [www.abdiocese.org.uk/education/find-a-school](http://www.abdiocese.org.uk/education/find-a-school) )Home Telephone Number Proposed Date of Admission **Parent/Carer details**Name (in full) Address  
(if different  
from child) Contact  
telephone  
number(s) Email  
Address 

**Brothers/Sisters:** When completing the Local Authority's Common Application Form (CAF), it is important that you provide details of any brothers and sisters who will be attending this school at the proposed time of admission. If this information is not provided on the CAF, the governors may not be able to place the application within the correct criteria. As a 'back-up mechanism', if you would also like to confirm to governors here (**NB this is optional**), that there will be a brother/sister at the school at the time of admission, please list below the Name(s)/Year Group(s) of the brother(s) &/or sister(s):

Name of child:       Year Group: Name of child:       Year Group: Name of child:       Year Group:

**Applications for Catholic children - evidence required:**

My child is a Baptised Catholic or has been received into the Church

Yes

☐

No

☐

Date of Baptism

Parish where child baptised

**Note:** A copy of the Certificate of Baptism/Reception into the Church must be included with this application.**Applications from Catechumens or Candidates for Reception - evidence required:**

If application is being made for a place at the school where the parent/carer is a Catechumen or a Candidate for reception into the Catholic Church, evidence of their being a member of the catechumenate of a Catholic Church or a candidate for reception will be required. Proof of acceptance into the catechumenate, and evidence for a candidate, should be by a confirmatory letter from the appropriate priest. This evidence should be provided at the same time as this form is returned to the school.

**Applications for children who are members of an Orthodox Church - evidence required:**

If application is being made for a place at the school where the child is a member of an Orthodox Church, evidence of membership will be required. A letter confirming membership of the applicable Orthodox Church, signed by the appropriate priest, will be required. The letter and a certificate of baptism or reception from the authorities of that Church should be provided at the same time as this form is returned to the school.

**Applications for children of other Christian denominations - evidence required:**

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

**Applications for children of other faiths - evidence required:**

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

**Application Declaration (to be signed by parent/carer)**

Please note, for a valid application, the Common Application Form (CAF) must be returned either online or in paper form to the appropriate Local Authority.

*I have completed and returned (either online or by post) the Local Authority Common Application Form (CAF) to the Local Authority showing **St Wilfrid's Catholic Primary School, Burgess Hill** as one of my preferred schools*

Yes ☐ No ☐

*I confirm that I have read and understood the Admissions Policy and that the information I have given on this form is accurate and truthful. I understand that I must notify the school immediately if there is a change to these details and that should any information I have given prove false, the Governors may withdraw any offer of a place, even if the child has already started at the school. (An example of false information would be the use of an address that is not the child's normal residence).*

Signed:

Parent/Carer Signature: \_\_\_\_\_

Print full name Mr/Mrs/Miss/Ms/Dr: \_\_\_\_\_

Date:

**IMPORTANT CHECKLIST:**

- ☐ I have fully completed this Supplementary Information Form
- ☐ I have enclosed, where applicable, a copy of:
  - ☐ Certificate of Baptism in a Catholic Church (for Catholic applicants) or
  - ☐ Certificate of Reception into Full Communion with the Catholic Church (for Catholic applicants)
  - ☐ Confirmatory letter from the priest (for applications from Catechumens)
  - ☐ Confirmatory letter from the priest (for applications from Candidates for Reception)
  - ☐ Letter from priest and certificate of Baptism / Reception (for members of an Orthodox Church)
  - ☐ Letter from minister of religion confirming membership of other Christian denomination (for members of other Christian denominations)
  - ☐ Letter from faith leader confirming membership of other faith (for members of other faiths)

**Additional Note for Catholic applicants:**

The School may request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was baptised or received into the Catholic Church e.g. where the name and address of the church is not on the certificate or where the name of the church does not state whether it is a Catholic church or not. Those who have difficulty obtaining written evidence of baptism or reception into the Church should contact their parish priest.

**When you have completed this form please return it (together with supporting documentation, if applicable) to: The Admissions Manager at St Wilfrid's Catholic Primary School, School Close, Queen Elizabeth Avenue, Burgess Hill, West Sussex RH15 9RJ**

**Reminder:**

The closing date for return of this form for a Reception Year place for September 2022 is: **15 January 2022.**

Note: The school is committed to protecting the information provided by parents/carers and using it only for the purpose for which it was obtained. For information on the school's Privacy Notice, please look on the school website (<http://www.st-wilfrids-burgesshill.w-sussex.sch.uk/>) or contact the school for a hard copy



**SUPPLEMENTARY INFORMATION FORM**  
**FOR APPLICATION TO**  
**St. Peter's C of E (Aided) Primary School**  
Parents are requested to complete this form in addition to the  
West Sussex County Council (WSCC) online application.



**APPLICATION FOR ADMISSION IN SEPTEMBER 2022**

The purpose of this form is to enable us to rank the children in order of the Oversubscription Criteria set out on Page 1 of the Admission Arrangements. This would be important if the number of applications for Reception places exceeds the Published Admissions Number (PAN) in any given year.

NB: If you wish your application to be considered under **criterion 2, 4, 7 or 8**, please also complete the Church Members section overleaf.

**Section 1 – ALL parents/carers are requested to complete this section**

Please circle below the criterion you wish to make your application under. Please circle one category only.

1      2      3      4      5      6      7      8      9

**CHILD'S DETAILS**

Surname: \_\_\_\_\_ Forename: \_\_\_\_\_  
Middle Name(s): \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Male / Female\*  
Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_ Home Telephone No.: \_\_\_\_\_

**APPLICANT'S DETAILS**

Surname: \_\_\_\_\_ Forename: \_\_\_\_\_  
Title: Mr/Mrs/Ms/Miss\* Relationship to Child: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_ Home Telephone No.: \_\_\_\_\_  
Email Address: \_\_\_\_\_

*\*Please delete as applicable*

I understand that this form is not an offer of a place and that the information given is correct.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

(Parent/Carer)



## **SUPPLEMENTARY INFORMATION FORM**

### **FOR APPLICATION TO**

### **St. Peter's C of E (Aided) Primary School**



**If you wish your application to be considered under categories 2, 4, 7 or 8, please complete the Church Members section below and return the form (section 1 & 2 completed) to the School.**

If you wish your application to be considered under criterion 2, 4, 7 or 8, please complete the Church Members section below and pass this to the Parish Priest of St Peter's Church, Cowfold for verification (or a Churchwarden, in the case of a vacancy or long term absence of the Vicar) or to your Church Minister for verification.

The completed Supplementary Information Form, (sections 1 & 2) should be returned by you to the school, for the normal admissions round or in-year admissions, if you wish your application to be considered against criterion 2, 4, 7 or 8.

#### **SECTION 2 – Church Members**

**To be completed for applications under criterion 2, 4, 7 or 8.**

PLEASE COMPLETE EITHER A OR B BELOW

- A.** I confirm that at least one of the child's parents have attended the Parish Eucharist at St Peter's Church, Cowfold twice a month for a minimum period of 6 months prior to application.

Signed:

Date:

Parish Priest (or in the case of a vacancy or long term absence of the Parish Priest, a Churchwarden).

- B.** I confirm that at least one of the child's parents have attended the main act of worship at

Church, at least twice a month, for a minimum of 6 months prior to application. This church is a member of the Churches Together in Britain and Ireland, or of the Evangelical Alliance.

Signed:

Date:

Position Held:

Minister's name:

Telephone:

Minister's address:



# Admissions – Supplementary Information Form for children of staff members

The University of Brighton Academies Trust is the admissions authority for all academies in the Trust.

The oversubscription criteria for each academy are published on the individual academy website and on the Trust website [www.brightonacademiestrust.org.uk](http://www.brightonacademiestrust.org.uk)

So that the application can be considered by the Local Board Admissions Sub-Committee in the correct category, completion of this form is required for all applications made in the following category only:

*Children of staff employed at the academy in either or both of the following circumstances:*

- (a) Where the member of staff has been employed at the academy for two or more years at the time at which the application for admission to the academy is made*
- (b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage*

Please note:

- If this application form is not received by the academy by the application deadline, then it will not be possible to consider the application in the staff category and an alternative applicable oversubscription criteria will be applied.
- This is **not** an application form. Parent/carers **MUST** complete the relevant Common Application Form application form and submit to the Local Authority.
- Application for admission in the staff category should be submitted by the qualifying staff member with parental responsibility.

<b>Academy applied to</b>	
---------------------------	--

<b>Childs details</b>	
Forenames in full	
Surname	
Date of birth	
Home address	

<b>Parent/carers details</b>	
Forename	
Surname	
Name of academy you work at	
Date employment commenced	
Were you recruited to fill a vacant post for which there is a demonstrable skill shortage as defined in the admissions policy?	

Telephone number	
Email address	
Home address	

<b>Declaration</b>	
<ul style="list-style-type: none"> <li>- I confirm that I have completed and submitted the Common Application Form to the Local Authority</li> <li>- I confirm that I have read and understood the Trust Admissions policy and that all information on this information form is truthful and accurate</li> </ul>	
Name	
Signature	
Date	

Please submit this form to the academy by post or email.

Academy	Email contact details
<a href="#">Blackthorns Community Primary Academy</a>	<a href="mailto:office@blackthornsprimaryacademy.org.uk">office@blackthornsprimaryacademy.org.uk</a>
<a href="#">Churchwood Primary Academy</a>	<a href="mailto:office@churchwoodprimaryacademy.org.uk">office@churchwoodprimaryacademy.org.uk</a>
<a href="#">Desmond Anderson Primary Academy</a>	<a href="mailto:office@desmondandersonprimaryacademy.org.uk">office@desmondandersonprimaryacademy.org.uk</a>
<a href="#">Dudley Infant Academy</a>	<a href="mailto:office@dudleyinfantacademy.org.uk">office@dudleyinfantacademy.org.uk</a>
<a href="#">Hollington Primary Academy</a>	<a href="mailto:office@hollingtonprimaryacademy.org.uk">office@hollingtonprimaryacademy.org.uk</a>
<a href="#">Holmbush Primary Academy</a>	<a href="mailto:office@holmbushprimaryacademy.org.uk">office@holmbushprimaryacademy.org.uk</a>
<a href="#">Lindfield Primary Academy</a>	<a href="mailto:office@lindfieldprimaryacademy.org.uk">office@lindfieldprimaryacademy.org.uk</a>
<a href="#">Pound Hill Infant Academy</a>	<a href="mailto:office@phiacademy.org.uk">office@phiacademy.org.uk</a>
<a href="#">Robsack Wood Primary Academy</a>	<a href="mailto:office@robsackwoodprimaryacademy.org.uk">office@robsackwoodprimaryacademy.org.uk</a>
<a href="#">Silverdale Primary Academy</a>	<a href="mailto:office@silverdaleprimaryacademy.org.uk">office@silverdaleprimaryacademy.org.uk</a>
<a href="#">The Baird Primary Academy</a>	<a href="mailto:office@thebairdprimaryacademy.org.uk">office@thebairdprimaryacademy.org.uk</a>
<a href="#">The Burgess Hill Academy</a>	<a href="mailto:office@theburgesshillacademy.org.uk">office@theburgesshillacademy.org.uk</a>
<a href="#">The Hastings Academy</a>	<a href="mailto:office@thehastingsacademy.org.uk">office@thehastingsacademy.org.uk</a>
<a href="#">The St Leonards Academy</a>	<a href="mailto:tsla.office@thestleonardsacademy.org.uk">tsla.office@thestleonardsacademy.org.uk</a>
<a href="#">West St Leonards Primary Academy</a>	<a href="mailto:office@wslprimaryacademy.org.uk">office@wslprimaryacademy.org.uk</a>



GATWICK  
SCHOOL

**Supplementary Information Form**

**Admissions 2022/2023**

Please complete this form if you wish to apply to The Gatwick School under 'Criteria 3: Children with one or more parents who are serving members of Her Majesty's Armed or Uniformed Forces and qualifying Crown Servants' children' of the admissions policy.

**IMPORTANT:** This form must be returned to The Gatwick School at [info@thegatwickschool.org.uk](mailto:info@thegatwickschool.org.uk),

In addition to this form you are required to complete and submit a Common Application Form (CAF) to your Local Authority

**Child's details (please complete using BLOCK CAPITAL LETTERS)**

Child's forename (s):	
Child's surname:	
Gender: <input type="checkbox"/> Male: <input type="checkbox"/> Female:	Date of birth:

**Parent / Carer with whom the child lives (please complete using BLOCK CAPITAL LETTERS)**

Mr / Mrs / Miss / Ms	Forename	Surname	Relationship to child

Home Address:

Postcode:

Is one of the child's parents serving members of Her Majesty's Armed or Uniformed Forces (Army, Navy, Air Force, Marine Corps, Space Force, and Coast Guard) or a Crown Servant (e.g. diplomatic or overseas civil service)	Yes	No
---	-----	----

If you have answered yes then you are eligible to claim preference for admission to The Gatwick School under criteria 3 of the admissions policy. In order to claim this preference please complete the following declaration:

<p>Child's Name:</p> <p>I would like to claim preference for admission to The Gatwick School under criteria 3 as set out in The Gatwick School Admissions Policy.</p> <p>I understand I may be required to provide evidence that criteria 3 of the admissions policy applies to my child.</p> <p>I understand that a place can be withdrawn if fraudulent or deliberately misleading information is found to have been supplied in support of an application.</p> <p>Parent / Carer Signature:</p> <p>Date:</p>
---

Parent / Carer signature:.....

Parent / Carer name:.....

Parent / Carer contact telephone number: .....

Date:.....

Email address:.....

Once completed this form should be sent to:

Admissions Officer, The Gatwick School, 23 Gatwick Road, Crawley  
West Sussex RH10 9TP

Email: [info@the-gatwickschool.org.uk](mailto:info@the-gatwickschool.org.uk) Tel: 01293 538779



# Our Lady Queen of Heaven Catholic Primary School

*A Catholic School in the Diocese of Arundel and Brighton*

Hare Lane, Crawley, West Sussex, RH11 7PZ  
Telephone: 01293 526057 Fax: 01293 538431  
Email: [info@olqoh.com](mailto:info@olqoh.com)  
[www.olqoh.com](http://www.olqoh.com)

## SUPPLEMENTARY INFORMATION FORM

### For admission in 2022-23

#### Important note to Parent/Carer:

- If you are expressing a preference for a place for your child at this school and wish to apply in connection with one of the faith criteria, you should complete this Supplementary Information Form (SIF).
- If you do not complete the SIF and return it to the school with all supporting documents by the closing date, your child may not be placed in the appropriate faith criterion. This is likely to affect your child's chance of being offered a place.
- For a Reception Year Admission in the normal admissions round for the Year 2022–23, the completed SIF, together with all supporting documents, should be returned to the school by **15 January 2022**.
- For an In-Year Admission in the Year 2022–23, the completed SIF, together with all supporting documents, should be returned to the school as soon as possible.
- If you are applying to more than one Catholic school, you will need to fill out a separate SIF for each school.
- You **must** also complete the local authority Common Application Form (CAF). The SIF is not valid without the CAF.

**PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS**

**Child Details**

Surname

Forenames (in full)

Gender

Boy ☐

Girl ☐

Date of birth:

Child's Home  
Address

Is the child resident in the parishes of Crawley,  
Worth with West Hoathly or Horley?

Yes ☐

No ☐

(Zoomable maps of the parishes are available at [www.abdiocese.org.uk/education/find-a-school](http://www.abdiocese.org.uk/education/find-a-school) )

Home Telephone Number

Proposed Date of Admission

**Parent/Carer details**

Name (in full)

Address  
(if different  
from child)

Contact  
telephone  
number(s)

Email  
Address

**Brothers/Sisters:** When completing the Local Authority's Common Application Form (CAF), it is important that you provide details of any brothers and sisters who will be attending this school at the proposed time of admission. If this information is not provided on the CAF, the governors may not be able to place the application within the correct criteria. As a 'back-up mechanism', if you would also like to confirm to governors here (**NB this is optional**), that there will be a brother/sister at the school at the time of admission, please list below the Name(s)/Year Group(s) of the brother(s) &/or sister(s):

Name of child: \_\_\_\_\_  
Name of child: \_\_\_\_\_  
Name of child: \_\_\_\_\_

Year Group \_\_\_\_\_  
Year Group \_\_\_\_\_  
Year Group \_\_\_\_\_

**Applications for Catholic children - evidence required:**

My child is a Baptised Catholic or has been received into the Church

Yes ☐ No ☐

Date of Baptism

 /  / 

Parish where child baptised

**Note:** A copy of the Certificate of Baptism/Reception into the Church must be included with this application.

**Applications from Catechumens or Candidates for Reception - evidence required:**

If application is being made for a place at the school where the parent/carer is a Catechumen or a Candidate for reception into the Catholic Church, evidence of their being a member of the catechumenate of a Catholic Church or a candidate for reception will be required. Proof of acceptance into the catechumenate, and evidence for a candidate, should be by a confirmatory letter from the appropriate priest. This evidence should be provided at the same time as this form is returned to the school.

**Applications for children who are members of an Orthodox Church - evidence required:**

If application is being made for a place at the school where the child is a member of an Orthodox Church, evidence of membership will be required. A letter confirming membership of the applicable Orthodox Church, signed by the appropriate priest, will be required. The letter and a certificate of baptism or reception from the authorities of that Church should be provided at the same time as this form is returned to the school.

**Applications for children of other Christian denominations - evidence required:**

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

**Applications for children of other faiths - evidence required:**

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

### Application Declaration (to be signed by parent/carer)

Please note, for a valid application, the Common Application Form (CAF) must be returned either online or in paper form to the appropriate Local Authority.

*I have completed and returned (either online or by post) the Local Authority Common Application Form (CAF) to the Local Authority showing **Our Lady Queen of Heaven Catholic Primary School** as one of my preferred schools.*

Yes ☐ No ☐

*I confirm that I have read and understood the Admissions Policy and that the information I have given on this form is accurate and truthful. I understand that I must notify the school immediately if there is a change to these details and that should any information I have given prove false, the Governors may withdraw any offer of a place, even if the child has already started at the school. (An example of false information would be the use of an address that is not the child's normal residence).*

Print full name Mr/Mrs/Miss/Ms/Dr:

Signed:

Date:

### IMPORTANT CHECKLIST:

- ☐ I have fully completed this Supplementary Information Form
- ☐ I have enclosed, where applicable, a copy of:
  - ☐ Certificate of Baptism in a Catholic Church (for Catholic applicants) or
  - ☐ Certificate of Reception into Full Communion with the Catholic Church (for Catholic applicants)
  - ☐ Confirmatory letter from the priest (for applications from Catechumens)
  - ☐ Confirmatory letter from the priest (for applications from Candidates for Reception)
  - ☐ Letter from priest and certificate of Baptism / Reception (for members of an Orthodox Church)
  - ☐ Letter from minister of religion confirming membership of other Christian denomination (for members of other Christian denominations)
  - ☐ Letter from faith leader confirming membership of other faith (for members of other faiths)

### Additional Note for Catholic applicants:

The School may request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was baptised or received into the Catholic Church e.g. where the name and address of the church is not on the certificate or where the name of the church does not state whether it is a Catholic church or not. Those who have difficulty obtaining written evidence of baptism or reception into the Church should contact their parish priest.

**When you have completed this form please return it (together with supporting documentation, if applicable) to: The Admissions Manager at: Our Lady Queen of Heaven Catholic Primary School, Hare Lane, Crawley, West Sussex RH11 7PZ.**

### Reminder:

The closing date for return of this form for a Reception Year place for September 2022 is: **15 January 2022.**



**Supplementary Information Form**  
**for admission to St. Andrew's C.E. Primary School**  
**in September 2022**

*Growing learners to live in God's world*



**You only need to complete this form and ask for a reference from a church leader if you meet either of the two criteria listed below.**

Surname of Child		Date of Birth	
First Name			<input type="checkbox"/> Male <input type="checkbox"/> Female
Child's Address			
	Post Code	Telephone	
Family Details	Parent/legal carer name/s		
	Address of parent/legal carer if different from above		

**Please tick the one box most applicable to you:**

	The child named above has parents/legal carers who are regular(*) worshippers at Church of England churches of St. Andrew Furnace Green, Holy Trinity in Tilgate, St. Mary in Southgate or Christ the Lord in Broadfield ( <i>criteria 2</i> ), or
	The child named below has parents/legal carers who are regular(*) worshippers at other(**) Christian churches ( <i>criteria 3</i> )
Signed	Date

\*Regular is defined as attendance at worship by one parent at least once a month for a minimum of six months as confirmed by clergy reference.

\*\*A church that is a full member of Churches Together in Britain & Ireland, the Evangelical Alliance, or The Sussex Gospel Partnership together with the following named churches, which are not in either of those organisations but otherwise meet the requirements for recognition as a Christian church within the meaning of this policy: The Vine, Maidenbower Baptist, Kingdom Faith, Bewbush Elim, Three Bridges Free Church

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

Reference in support of application to St. Andrew's C.E. Primary School

<b>VICAR / MINISTER USE ONLY</b>	
Are the parent/s worshipping members of your church?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do they attend Sunday worship regularly (at least once a month)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How long have the family been members of your Church?	
Vicar/Minister of	
Name of Church :	Contact telephone no.
Signed :	Date:
Print Name:	
<input type="checkbox"/> I confirm that this church is a full member of Churches Together in Britain & Ireland, the Evangelical Alliance, or The Sussex Gospel Partnership.	



**ST ANDREW'S C.E. (AIDED) PRIMARY SCHOOL  
GOVERNORS' ENQUIRY FORM  
CLERGY REFERENCE FOR ADMISSIONS APPLICATION**

Application for a place/places for \_\_\_\_\_

Date of birth \_\_\_\_\_

If you are applying for a place(s) under criteria 2, 5, 7 or 8 please ask the Vicar or the recognised representative to complete the section below and return with your form.

**CRITERIA**

Places at St Andrew's C.E. (Aided) Primary School are allocated in accordance with our published Admissions Policy. Where criteria 2, 5, 7 or 8 apply a reference from the Parish Priest is required to confirm that the criteria are satisfied. Applications will only be considered where this is met.

\*Frequency of worship means for at least once a month for a period of at least 12 months prior to application.

**CLERGY REFERENCE**

I confirm that \_\_\_\_\_ parent/guardian name(s)

worship(s) regularly at \_\_\_\_\_ and has attended at least once a month for 12 months prior to this application, thereby satisfying the criterion under which they are applying for a place at the school.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Position in the church \_\_\_\_\_ Date \_\_\_\_\_





# St Francis of Assisi Catholic Primary School

*A Catholic School in the Diocese of Arundel and Brighton*

Southgate Drive, Crawley, West Sussex, RH10 6HD

Telephone: 01293 521009

Email: [office@stfrancisassisi.org.uk](mailto:office@stfrancisassisi.org.uk)

[www.stfranciscrawley.org](http://www.stfranciscrawley.org)

## SUPPLEMENTARY INFORMATION FORM

### For admission in 2022-23

#### Important note to Parent/Carer:

- If you are expressing a preference for a place for your child at this school and wish to apply in connection with one of the faith criteria, you should complete this Supplementary Information Form (SIF).
- If you do not complete the SIF and return it to the school with all supporting documents by the closing date, your child may not be placed in the appropriate faith criterion. This is likely to affect your child's chance of being offered a place.
- For a Reception Year Admission in the normal admissions round for the Year 2022–23, the completed SIF, together with all supporting documents, should be returned to the school by **15 January 2022**.
- For an In-Year Admission in the Year 2022–23, the completed SIF, together with all supporting documents, should be returned to the school as soon as possible.
- If you are applying to more than one Catholic school, you will need to fill out a separate SIF for each school.
- You **must** also complete the local authority Common Application Form (CAF). The SIF is not valid without the CAF.

**PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS****Child Details**Surname Forenames (in full) Gender Boy ☐ Girl ☐Date of birth:  /  / Child's Home  
Address

Is the child resident in the parishes of Crawley, Worth with West Hoathly or Horley? Yes ☐ No ☐  
(Zoomable maps of the parishes are available at [www.abdiocese.org.uk/education/find-a-school](http://www.abdiocese.org.uk/education/find-a-school) )

Home Telephone Number Proposed Date of Admission **Parent/Carer details**Name (in full) Address  
(if different  
from child)Contact  
telephone  
number(s)Email  
Address

**Brothers/Sisters:** When completing the Local Authority's Common Application Form (CAF), it is important that you provide details of any brothers and sisters who will be attending this school at the proposed time of admission. If this information is not provided on the CAF, the governors may not be able to place the application within the correct criteria. As a 'back-up mechanism', if you would also like to confirm to governors here (**NB this is optional**), that there will be a brother/sister at the school at the time of admission, please list below the Name(s)/Year Group(s) of the brother(s) &/or sister(s):

Name of child: \_\_\_\_\_  
Name of child: \_\_\_\_\_  
Name of child: \_\_\_\_\_

Year Group \_\_\_\_\_  
Year Group \_\_\_\_\_  
Year Group \_\_\_\_\_

**Applications for Catholic children - evidence required:**

My child is a Baptised Catholic or has been received into the Church

Yes

☐

No

☐

Date of Baptism

Parish where child baptised

**Note:** A copy of the Certificate of Baptism/Reception into the Church must be included with this application.**Applications from Catechumens or Candidates for Reception - evidence required:**

If application is being made for a place at the school where the parent/carer is a Catechumen or a Candidate for reception into the Catholic Church, evidence of their being a member of the catechumenate of a Catholic Church or a candidate for reception will be required. Proof of acceptance into the catechumenate, and evidence for a candidate, should be by a confirmatory letter from the appropriate priest. This evidence should be provided at the same time as this form is returned to the school.

**Applications for children who are members of an Orthodox Church - evidence required:**

If application is being made for a place at the school where the child is a member of an Orthodox Church, evidence of membership will be required. A letter confirming membership of the applicable Orthodox Church, signed by the appropriate priest, will be required. The letter and a certificate of baptism or reception from the authorities of that Church should be provided at the same time as this form is returned to the school.

**Applications for children of other Christian denominations - evidence required:**

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

**Applications for children of other faiths - evidence required:**

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

**Application Declaration (to be signed by parent/carer)**

Please note, for a valid application, the Common Application Form (CAF) must be returned either online or in paper form to the appropriate Local Authority.

*I have completed and returned (either online or by post) the Local Authority Common Application Form (CAF) to the Local Authority showing **St Francis of Assisi Catholic Primary School, Crawley** as one of my preferred schools.*

Yes ☐ No ☐

*I confirm that I have read and understood the Admissions Policy and that the information I have given on this form is accurate and truthful. I understand that I must notify the school immediately if there is a change to these details and that should any information I have given prove false, the Governors may withdraw any offer of a place, even if the child has already started at the school. (An example of false information would be the use of an address that is not the child's normal residence).*

Print full name Mr/Mrs/Miss/Ms/Dr:

Signed:

Date:

**IMPORTANT CHECKLIST:**

- ☐ I have fully completed this Supplementary Information Form
- ☐ I have enclosed, where applicable, a copy of:
  - ☐ Certificate of Baptism in a Catholic Church (for Catholic applicants) or
  - ☐ Certificate of Reception into Full Communion with the Catholic Church (for Catholic applicants)
  - ☐ Confirmatory letter from the priest (for applications from Catechumens)
  - ☐ Confirmatory letter from the priest (for applications from Candidates for Reception)
  - ☐ Letter from priest and certificate of Baptism / Reception (for members of an Orthodox Church)
  - ☐ Letter from minister of religion confirming membership of other Christian denomination (for members of other Christian denominations)
  - ☐ Letter from faith leader confirming membership of other faith (for members of other faiths)

**Additional Note for Catholic applicants:**

The School may request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was baptised or received into the Catholic Church e.g. where the name and address of the church is not on the certificate or where the name of the church does not state whether it is a Catholic church or not. Those who have difficulty obtaining written evidence of baptism or reception into the Church should contact their parish priest.

**When you have completed this form please return it (together with supporting documentation, if applicable) to: The Admissions Manager at: St Francis of Assisi Catholic Primary School, Southgate Drive, Crawley, West Sussex RH10 6HD.**

**Reminder:**

The closing date for return of this form for a Reception Year place for September 2022 is: **15 January 2022.**



**PART D For those applying under Criterion 2 of the School's admission policy only:**

**To be completed and returned confidentially to the School by a senior member of the clergy to support the application of those applying under Criterion 2 of the School's Admission Policy.**

**St. Margaret's CE Primary School, The Mardens, Ifield, Crawley, West Sussex RH11 0AQ**

Name of child:

Date of birth:

Name of member of clergy:

Position held:

Telephone number (including area code):

Email Address:

Name and address of place of worship:

Denomination:  
Anglican

Denomination:  
Other

Have either or both parents (or guardians) and the child attended your place of worship at least twice a month throughout the previous 12 months?

**Yes / No**

Official Church Stamp

In cases of doubt please contact the school on 01293 521077

Signed by the member of clergy .....

Date .....



### 13. Church Supplementary Information Form for Reception and In Year applications



**Supplementary Information Form for Reception and In Year applications**  
Holy Trinity C.E. (Aided) School, Glebe Road, Cuckfield, West Sussex, RH17 5BE  
Email: [office@htprimary.co.uk](mailto:office@htprimary.co.uk)  
Website: <http://holy-trinity-cuckfield.eschools.co.uk/website>

Please state number of the Admissions Criteria for which you are applying: .....

Child's surname: .....

Christian names(s): .....

Gender:            male/female (*circle as appropriate*)      Date of Birth:        ...../...../.....

Proposed date of admission:        ...../...../.....

Address: .....

Postcode: .....

Telephone: .....

Email address: .....

Name of parent(s):.....  
                                 Mr and Mrs/Mr/Mrs/Ms/Miss (*circle as appropriate*)

Names of any siblings currently attending Holy Trinity\*

.....

Current nursery/pre-school name, address and phone number (not part of admissions criteria, but useful to school office)

.....

.....

Current school name and address\*    (\*Only required if this is an 'In Year' application)

.....

School Phone\*: .....

Signed parent/guardian ..... Date .....

**COVID-19**

Clarification as to how church attendance will be calculated in these unique circumstances, in line with guidance from the Chichester Diocese.

"In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship".

**Church Reference Section**

(See Admissions Criteria 2, 4, 7, 9 and 10)

***To be completed by the parent:***

I/we confirm that I/we attend (Name of Church):.....

and have attended at least once a month for at least 6 months prior to the date of this application.

- If more than one church has been attended in the last 6 months, please record the Church's details and dates of attendance below.
- Please attach a supporting letter to this form from the Church Leader confirming your attendance).

Church address: .....

.....

.....

Signed parent/guardian .....

Date .....

To be completed by the Church Leader: I am satisfied that the parent referred to has worshipped at the church listed above at least once a month for at least 6 months prior to the date of this application.

Name:.....

Title:.....

Signed:.....

Date:.....



ACADEMIC YEAR: 2022/23

St. Mary's Church of England (Aided) Primary School  
East Grinstead, West Sussex

**Supplementary Information Form (SIF)**

Please read the current St. Mary's admissions policy, available from either the website (stmaryseg.co.uk) or School Office, before completing and returning this form to the Admissions Coordinator at the address below.

Child's Full Name (BLOCK CAPITALS):

Child's Date of Birth:

Child's Full Address:

**Admissions Criteria**

Please circle the category under which you are making your application;

- Any child(ren) with an Education, Health and Care Plan (EHCP) that names St. Mary's C of E Primary School, East Grinstead, as their preferred school will automatically be admitted under Section 37 of the Children & Families Act 2014.
- Looked after children or children who were previously looked after but, immediately following being looked after, became subject to a Child Arrangements Order or Special Guardianship Order also hold priority over the criteria set out just below.

- Children who have siblings attending St. Mary's at the time of admission.
- Children of parents who regularly worship at the Church of St. Mary's and (churches in the parish of) St. Swithun's.
- Children of parents whose home address is within the Ecclesiastical Parishes of St. Mary's and St. Swithun's.
- Children of parents who regularly worship at another Christian church within *Churches Together* and/or the *Evangelical Alliance*.
- Children of parents who desire a place at St. Mary's.

Siblings may be half or step-siblings, by marriage or co-habitation, or foster siblings but **must** be living permanently at the same address.

Regular worship is defined as once a month for the six months prior to the beginning of the application period.

---

**Please note:** In the event of over-subscription and similar applications, the deciding factor shall be the applicant who resides the shortest distance from a central point in the school in a straight line from the home to the school using address point data supplied from the local authority's geographical database. If a child regularly lives at more than one address, the main address for admissions purposes shall be the address to which child spends the majority of the school week.

---

**If you wish for your application to be considered under category 2 or 4, please obtain the following verification from your Priest or Minister.**

I can confirm that this family has regularly attended the Church of \_\_\_\_\_  
for a **minimum** of one day, per month, for a minimum of six months prior to the beginning of the application period.

**Please note:** In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

**Name (Printed):**

**Signed:**

**Date:**

---

**Name of Parent or Guardian/Carer making the application:**

**Relationship to Child:**

**Siblings to Child currently attending St. Mary's (if applicable):**

**Email Address:**

**Primary Contact Number:**

I understand that this form **is not** an offer of a school place and I confirm that the information given above is correct.

**Signed:**

**Date:**

Please return this form to:

**Mr E McGuffie  
St. Mary's Church of England Primary School,  
Windmill Lane,  
East Grinstead,  
West Sussex,  
RH19 2DS**

---



# St. Peter's Catholic Primary School

*A Catholic School in the Diocese of Arundel and Brighton*

Chapmans Lane, East Grinstead, West Sussex, RH19 1JB

Telephone: 01342 321985 Fax: 01342 300679

Email: [office@stpeterseg.co.uk](mailto:office@stpeterseg.co.uk)

[www.stpeterseastgrinstead.co.uk](http://www.stpeterseastgrinstead.co.uk)

## SUPPLEMENTARY INFORMATION FORM

### For admission in 2022-23

#### Important note to Parent/Carer:

- If you are expressing a preference for a place for your child at this school and wish to apply in connection with one of the faith criteria, you should complete this Supplementary Information Form (SIF).
- If you do not complete the SIF and return it to the school with all supporting documents by the closing date, your child may not be placed in the appropriate faith criterion. This is likely to affect your child's chance of being offered a place.
- For a Reception Year Admission in the normal admissions round for the Year 2022-23, the completed SIF, together with all supporting documents, should be returned to the school by **15 January 2022**.
- For an In-Year Admission in the Year 2022-23, the completed SIF, together with all supporting documents, should be returned to the school as soon as possible.
- If you are applying to more than one Catholic school, you will need to fill out a separate SIF for each school.
- You **must** also complete the local authority Common Application Form (CAF). The SIF is not valid without the CAF.

**PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS****Child Details**Surname Forenames (in full) Gender Boy ☐ Girl ☐ Date of birth:  /  / Child's Home Address  Post Code: Is the child resident in the parish of East Grinstead & Lingfield? Yes ☐ No ☐A zoomable map of the parish of East Grinstead can be viewed at: [www.abdiocese.org.uk/education/find-a-school](http://www.abdiocese.org.uk/education/find-a-school)Home Telephone Number Proposed Date of Admission **Parent/Carer details**Name (in full) Address  
(if different  
from child) Contact  
telephone  
number(s) Email  
Address 

**Brothers/Sisters:** When completing the Local Authority's Common Application Form (CAF), it is important that you provide details of any brothers and sisters who will be attending this school at the proposed time of admission. If this information is not provided on the CAF, the governors may not be able to place the application within the correct criteria. As a 'back-up mechanism', if you would also like to confirm to governors here (**NB this is optional**), that there will be a brother/sister at the school at the time of admission, please list below the Name(s)/Year Group(s) of the brother(s) &/or sister(s):

Name of child:  Year Group: Name of child:  Year Group: Name of child:  Year Group:



**Applications for Catholic children - evidence required:**

My child is a Baptised Catholic or has been received into the Church

Yes

☐

No

☐

Date of Baptism

Parish where child baptised

**Note:** A copy of the Certificate of Baptism/Reception into the Church must be included with this application.**Applications from Catechumens or Candidates for Reception - evidence required:**

If application is being made for a place at the school where the parent/carer is a Catechumen or a Candidate for reception into the Catholic Church, evidence of their being a member of the catechumenate of a Catholic Church or a candidate for reception will be required. Proof of acceptance into the catechumenate, and evidence for a candidate, should be by a confirmatory letter from the appropriate priest. This evidence should be provided at the same time as this form is returned to the school.

**Applications for children who are members of an Orthodox Church - evidence required:**

If application is being made for a place at the school where the child is a member of an Orthodox Church, evidence of membership will be required. A letter confirming membership of the applicable Orthodox Church, signed by the appropriate priest, will be required. The letter and a certificate of baptism or reception from the authorities of that Church should be provided at the same time as this form is returned to the school.

**Applications for children of other Christian denominations - evidence required:**

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

**Applications for children of other faiths - evidence required:**

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

**Application Declaration (to be signed by parent/carer)**

Please note, for a valid application, the Common Application Form (CAF) must be returned either online or in paper form to the appropriate Local Authority.

*I have completed and returned (either online or by post) the Local Authority Common Application Form (CAF) to the Local Authority showing **St. Peter's Catholic Primary School, East Grinstead** as one of my preferred schools*

Yes ☐ No ☐

*I confirm that I have read and understood the Admissions Policy and that the information I have given on this form is accurate and truthful. I understand that I must notify the school immediately if there is a change to these details and that should any information I have given prove false, the Governors may withdraw any offer of a place, even if the child has already started at the school. (An example of false information would be the use of an address that is not the child's normal residence).*

Signed:

Parent/Carer Signature: \_\_\_\_\_

Print full name Mr/Mrs/Miss/Ms/Dr: \_\_\_\_\_

Date:

**IMPORTANT CHECKLIST:**

- ☐ I have fully completed this Supplementary Information Form
- ☐ I have enclosed, where applicable, a copy of:
  - ☐ Certificate of Baptism in a Catholic Church (for Catholic applicants) or
  - ☐ Certificate of Reception into Full Communion with the Catholic Church (for Catholic applicants)
  - ☐ Confirmatory letter from the priest (for applications from Catechumens)
  - ☐ Confirmatory letter from the priest (for applications from Candidates for Reception)
  - ☐ Letter from priest and certificate of Baptism / Reception (for members of an Orthodox Church)
  - ☐ Letter from minister of religion confirming membership of other Christian denomination (for members of other Christian denominations)
  - ☐ Letter from faith leader confirming membership of other faith (for members of other faiths)

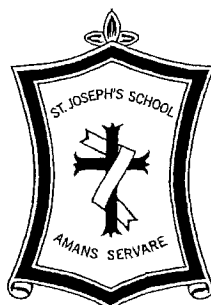
**Additional Note for Catholic applicants:**

The School may request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was baptised or received into the Catholic Church e.g. where the name and address of the church is not on the certificate or where the name of the church does not state whether it is a Catholic church or not. Those who have difficulty obtaining written evidence of baptism or reception into the Church should contact their parish priest.

**When you have completed this form please return it (together with supporting documentation, if applicable) to: The Admissions Manager, Mrs Bellingham at St. Peter's Catholic Primary School, Chapmans Lane, East Grinstead, West Sussex, RH19 1JB**

**Reminder:**

The closing date for return of this form for a Reception Year place for September 2022 is: **15 January 2022.**



# St Joseph's Catholic Primary School

*A Catholic School in the Diocese of Arundel and Brighton*

Hazeltown Road, Haywards Heath, West Sussex RH16 3PQ

Telephone: 01444 452584 Fax: 01444 414760

Email: [office@stjosephshh.org.uk](mailto:office@stjosephshh.org.uk)

[www.stjosephshh.org.uk](http://www.stjosephshh.org.uk)

## SUPPLEMENTARY INFORMATION FORM

### For admission in 2022-23

#### Important note to Parent/Carer:

- If you are expressing a preference for a place for your child at this school and wish to apply in connection with one of the faith criteria, you should complete this Supplementary Information Form (SIF).
- If you do not complete the SIF and return it to the school with all supporting documents by the closing date, your child may not be placed in the appropriate faith criterion. This is likely to affect your child's chance of being offered a place.
- For a Reception Year Admission in the normal admissions round for the Year 2022-23, the completed SIF, together with all supporting documents, should be returned to the school by **15 January 2022**.
- For an In-Year Admission in the Year 2022-23, the completed SIF, together with all supporting documents, should be returned to the school as soon as possible.
- If you are applying to more than one Catholic school, you will need to fill out a separate SIF for each school.
- You **must** also complete the local authority Common Application Form (CAF). The SIF is not valid without the CAF.

**PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS**

**Child Details**Surname Forenames (in full) Gender Boy ☐ Girl ☐ Date of birth:  /  / Child's Home Address  Post Code: Is the child resident in the parish of Haywards Heath? Yes ☐ No ☐(A zoomable map of the parish is available at <https://abdiocese.org.uk/education/find-a-school>)Home Telephone Number Proposed Date of Admission **Parent/Carer details**Name (in full) Address  
(if different  
from child) Contact  
telephone  
number(s) Email  
Address 

**Brothers/Sisters:** When completing the Local Authority's Common Application Form (CAF), it is important that you provide details of any brothers and sisters who will be attending this school at the proposed time of admission. If this information is not provided on the CAF, the governors may not be able to place the application within the correct criteria. As a 'back-up mechanism', if you would also like to confirm to governors here (**NB this is optional**), that there will be a brother/sister at the school at the time of admission, please list below the Name(s)/Year Group(s) of the brother(s) &/or sister(s):

Name of child:  Year Group: Name of child:  Year Group: Name of child:  Year Group: **Applications for Catholic children - evidence required:**My child is a Baptised Catholic or has been received into the Church Yes ☐ No ☐

Date of Baptism

Parish where child baptised

**Note:** A copy of the Certificate of Baptism/Reception into the Church must be included with this application.

Present Parish \*\*\*:

The application should be supported by the Parish Priest's signature and stamp. Please ask your Parish Priest to sign/stamp the box below \*\*\*

NOTE: This box to be completed by priest(s) only

Name of Parish Priest(s): \_\_\_\_\_

Signature of Parish Priest(s): \_\_\_\_\_

Date:  /  /  Affix Parish stamp(s) or seal(s), right:

\*\*\* The priest concerned would be the priest where the parent/carer normally worship or, if they do not practise their faith by attending Mass, the parish priest of the parish in which they are resident.

#### **Applications from Catechumens or Candidates for Reception - evidence required:**

If application is being made for a place at the school where the parent/carer is a Catechumen or a Candidate for reception into the Catholic Church, evidence of their being a member of the catechumenate of a Catholic Church or a candidate for reception will be required. Proof of acceptance into the catechumenate, and evidence for a candidate, should be by a confirmatory letter from the appropriate priest. This evidence should be provided at the same time as this form is returned to the school.

#### **Applications for children who are members of an Orthodox Church - evidence required:**

If application is being made for a place at the school where the child is a member of an Orthodox Church, evidence of membership will be required. A letter confirming membership of the applicable Orthodox Church, signed by the appropriate priest, will be required. The letter and a certificate of baptism or reception from the authorities of that Church should be provided at the same time as this form is returned to the school.

#### **Applications for children of other Christian denominations - evidence required:**

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

#### **Applications for children of other faiths - evidence required:**

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

**Application Declaration (to be signed by parent/carers)**

Please note, for a valid application, the Common Application Form (CAF) must be returned either online or in paper form to the appropriate Local Authority.

*I have completed and returned (either online or by post) the Local Authority Common Application Form (CAF) to the Local Authority showing **St Joseph's Catholic Primary School, Haywards Heath** as one of my preferred schools*

Yes ☐ No ☐

*I confirm that I have read and understood the Admissions Policy and that the information I have given on this form is accurate and truthful. I understand that I must notify the school immediately if there is a change to these details and that should any information I have given prove false, the Governors may withdraw any offer of a place, even if the child has already started at the school. (An example of false information would be the use of an address that is not the child's normal residence).*

Signed:

Parent/Carer Signature: \_\_\_\_\_

Print full name Mr/Mrs/Miss/Ms/Dr: \_\_\_\_\_

Date:

**IMPORTANT CHECKLIST:**

- ☐ I have fully completed this Supplementary Information Form
- ☐ My parish priest has signed/dated the correct section of the form (for Catholic applicants)
- ☐ I have enclosed, where applicable, a copy of:
  - ☐ Certificate of Baptism in a Catholic Church (for Catholic applicants) or
  - ☐ Certificate of Reception into Full Communion with the Catholic Church (for Catholic applicants)
  - ☐ Confirmatory letter from the priest (for applications from Catechumens)
  - ☐ Confirmatory letter from the priest (for applications from Candidates for Reception)
  - ☐ Letter from priest and certificate of Baptism / Reception (for members of an Orthodox Church)
  - ☐ Letter from minister of religion confirming membership of other Christian denomination (for members of other Christian denominations)
  - ☐ Letter from faith leader confirming membership of other faith (for members of other faiths)

**Additional Note for Catholic applicants:**

The School may request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was baptised or received into the Catholic Church e.g. where the name and address of the church is not on the certificate or where the name of the church does not state whether it is a Catholic church or not. Those who have difficulty obtaining written evidence of baptism or reception into the Catholic Church should contact their parish priest.

**When you have completed this form please return it (together with supporting documentation, if applicable) to: The Admissions Manager at St Joseph's Catholic Primary School, Hazelgrove Road, Haywards Heath, West Sussex RH16 3PQ.**

**Reminder:**

The closing date for return of this form for a Reception Year place for September 2022 is: **15 January 2022.**

*The school is committed to protecting the information provided by parents/carers and using it only for the purpose for which it was obtained. For information on the school's Privacy Notice, please look on the school website:*

*<https://stjosephshh.org.uk/wsussex/primary/st-josephs/site/pages/parentinformation/gdpr> or contact the school for a hard copy.*



**Diocese of Arundel & Brighton – Lewes Deanery**  
**St Joseph's Catholic Primary School, Hazelgrove Road, Haywards Heath, RH16 3PQ**  
**Tel: 01444 452584 Fax: 01444 414760**

Name of child: \_\_\_\_\_

Application form and all relevant paperwork received.

Date Stamp:

***School Copy***



**Diocese of Arundel & Brighton – Lewes Deanery**  
**St Joseph's Catholic Primary School, Hazelgrove Road, Haywards Heath, RH16 3PQ**  
**Tel: 01444 452584 Fax: 01444 414760**

Name of child: \_\_\_\_\_

Application form and all relevant paperwork received.

Date Stamp:

***Parent Copy***



**HOPE ASPIRE RESPECT INQUIRE SHARE**  
GROWING SUCCESS, ROOTED IN FAITH

## **Supplementary Information Form and Clergy Form Reception – starting school**

Governors welcome applications for admission to the school. The oversubscription criteria will be applied to all applications. Places will be offered in accordance with the oversubscription criteria.

You only need to fill in this form if you wish to apply for a place under criterion 3 or 4 of the oversubscription criteria. The governors of St Wilfrid's CE School give priority under criterion 3 and 4 to children of families who have established a regular pattern of Christian worship of at least an average of once a month over the last 12 months.

### **COVID-19 Variation:**

Clarification as to how church attendance will be calculated in these unique circumstances.

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

Please make sure that this form is received in school by **MIDNIGHT 15<sup>th</sup> JANUARY** as this is a statutory date set in Regulations by the Department for Education. Forms received after this date will be regarded as late applications.

**Please return the completed Supplementary Information Form to:** The Admissions Secretary, St Wilfrid's Church of England Primary School, Eastern Road, Haywards Heath, West Sussex RH16 3NL.

**In addition:** Please complete your name and your child's name on the Clergy Form and then give it to your Vicar / Minister (or Church Officer during a vacancy) for them to complete and return to the school by **MIDNIGHT 15<sup>th</sup> JANUARY**. The Clergy Form is needed to support applications under criterion 3 or 4 of the oversubscription criteria. If you have moved and/or changed your place of worship, separate Clergy Forms will be needed to cover the last 12-month period. *(You may wish to return the completed/signed Clergy Form(s) to the school yourself to ensure receipt by the deadline date).*

If you require further guidance, or this information is needed in an alternative format, please contact the school on telephone number 01444 413707 and we will do all we can to meet your needs.



## Supplementary Information Form Reception – starting school

A separate form needs to be completed for each child requiring admission

<b>Child's details</b>	
Child's Surname:	First Name:
Date of Birth:	Middle Name/s:
Home Address:	
Postcode:	

<b>Parent/Guardian</b>	
Surname:	First Name:
Home Telephone Number:	Email:
Mobile Number:	

<b>Church attendance</b>		
<b>Oversubscription Criterion 3</b> Do you regularly attend one of these churches:	St Wilfrid's	
	The Ascension	
	The Presentation	
	St Richard's	
<b>Oversubscription Criterion 4</b> Do you regularly attend a place of Christian worship other than those above, in membership of:	Churches Together in England and Wales	
	The Evangelical Alliance	
	The Sussex Gospel Partnership	
Please give the name of the church:		

If you have attended the church for less than 12 months, please also ask the Vicar / Minister (or Church Officer during a vacancy) of the church you previously attended to complete a separate Clergy Form.

I have / have not\* requested my Vicar / Minister to complete the Clergy Form.

Date:	Signature of Parent/Guardian*
-------	-------------------------------

\*Please delete as appropriate

## St Wilfrid's Church of England Primary School Clergy Form

I/We\* am/are\* applying for a place at St Wilfrid's Church of England Primary School for our child.

### To be completed by Parent/Guardian

Child's Name:

Parent/Guardian's Name:

The governors of St Wilfrid's Church of England School give priority under over subscription criterion 3 to children of families who have established a regular pattern of Christian worship of at least on average once per month over the last twelve months at the Churches of St Wilfrid's, The Presentation, The Ascension or St Richard's, Haywards Heath.

Members of a Christian Church in membership of Churches Together in England and Wales, The Evangelical Alliance or Sussex Gospel Partnership who have established a regular pattern of Christian worship of at least on average of once per month over the last twelve months are given priority under over subscription criterion 4.

### COVID-19 Variation:

Clarification as to how church attendance will be calculated in these unique circumstances.

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

If the family has joined your congregation within the last year having lived elsewhere or attended another church previously, please say over what period they have attended your church at least on average of once per month.

**The Vicar/Minister is requested to return the completed Clergy Form to:** The Admissions Secretary, St Wilfrid's Church of England Primary School, Eastern Road, Haywards Heath, West Sussex, RH16 3NL. For September admissions into Year Reception, it should reach the school before the closing date for receipt of applications **MIDNIGHT 15<sup>th</sup> JANUARY.**

### To be completed by Vicar/Minister (or Church Officer during a vacancy):

Name of Parent(s)/Guardian(s):

Name of Church:

I confirm that the above named has/have\* established a regular pattern of worship at the church of at least an average of once a month over the last 12 months. (NOTE: See COVID variation statement)

If less than 12 months over what period have they attended your church more than once a month:

Signed:

Date:

Printed Name:

Position:

For Verification Purposes:

Address:

Telephone:

Email:

\*Please delete as appropriate



**ALL SAINTS CHURCH OF ENGLAND (AIDED) PRIMARY SCHOOL,  
TYLDEN WAY, HORSHAM, RH12 5JB**

**SUPPLEMENTARY INFORMATION FORM**

**APPLICATION FOR ADMISSION in the academic year starting September 2022**

*Please complete a separate supplementary information form for each child.*

Full name of child .....

Gender ..... Date of birth .....

Name(s) of parent(s) / guardian(s) with whom the child lives

.....

Address .....

Postcode..... Tel. no. ....

If you attend a place of worship regularly, please indicate which one:

.....

**\*I apply for a Community place for my child at the school under the admission policy  
criterion number .....**

**\*I apply for a Foundation/Family place for my child at the school under admission policy  
criterion number .....**

***\*Delete as applicable or, if you are eligible to apply under both categories, please do  
so.***

Signed ..... Date .....

Name (in capitals) ..... Relationship to child .....

**All information provided will remain confidential and will be used only by the  
Governors' Admission Panel to determine whether a place can be provided at the school.  
Please return to the School Office [admin@allsaintshorsham.school](mailto:admin@allsaintshorsham.school)**





**ALL SAINTS CHURCH OF ENGLAND (AIDED) PRIMARY SCHOOL,  
TYLDEN WAY, HORSHAM, RH12 5JB**

**CLERGY REFERENCE FORM**

The Governors of All Saints C.E. Primary School, Tylden Way, Horsham, give priority to admitting children of **parents who are committed\* to regular worship** in an Anglican or other Christian church that is a full member of Churches Together in Britain and Ireland.

**\*Committed** is taken to mean that the parents demonstrate a commitment by attending their church more than once a month at a Sunday service for a period of at least one year prior to application.

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

Parents are asked to make an appointment with their priest or minister to enable this form to be completed.

***This completed form must be attached to the application form.***

---

I confirm that ..... (parent/s  
name/s)

are committed worshippers at ..... (church  
name)

..... (church  
address) and that this church is a full member of Churches Together in Britain and Ireland

Signed ..... Date .....

Name and title (in capitals)  
.....



**ALL SAINTS CHURCH OF ENGLAND (AIDED) PRIMARY SCHOOL,  
TYLDEN WAY, HORSHAM, RH12 5JB**

**MINISTER/PRIEST/ELDER REFERENCE FORM**

The Governors of All Saints C.E. Primary School, Tylden Way, Horsham, give priority to admitting children of **parents who are committed\* to regular worship** of another major world faith, as defined by the 2001 National Census - Buddhist, Hindu, Jewish, Muslim, or Sikh.

**\*Committed** is taken to mean that the parents demonstrate a commitment by attending their place of worship more than once a month for a period of at least one year prior to application.

In the event that during the period specified for attendance at worship the relevant place of worship has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the relevant place of worship or alternative premises have been available for public worship.

Parents are asked to make an appointment with their minister, priest or elder to enable this form to be completed.

***This completed form must be attached to the application form.***

---

I confirm that ..... (parent/s  
name/s)

are committed worshippers at ..... (place of  
worship name)

..... (place of  
worship address)

Signed ..... Date .....

Name and title (*in capitals*)

.....



# St John's Catholic Primary School

*A Catholic School in the Diocese of Arundel and Brighton*

Blackbridge Lane, Horsham, West Sussex RH12 1RR

Telephone: 01403 265447

Email: [office@stjohnshorsham.school](mailto:office@stjohnshorsham.school)

[www.stjohnshorsham.school](http://www.stjohnshorsham.school)

## SUPPLEMENTARY INFORMATION FORM

### For admission in 2022-23

#### Important note to Parent/Carer:

- If you are expressing a preference for a place for your child at this school and wish to apply in connection with one of the faith criteria, you should complete this Supplementary Information Form (SIF).
- If you do not complete the SIF and return it to the school with all supporting documents by the closing date, your child may not be placed in the appropriate faith criterion. This is likely to affect your child's chance of being offered a place.
- For a Reception Year Admission in the normal admissions round for the Year 2022-23, the completed SIF, together with all supporting documents, should be returned to the school by **15th January 2022**.
- For an In-Year Admission in the Year 2022-23, the completed SIF, together with all supporting documents, should be returned to the school as soon as possible.
- If you are applying to more than one Catholic school, you will need to fill out a separate SIF for each school.
- You **must** also complete the local authority Common Application Form (CAF). The SIF is not valid without the CAF.





## PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS

**Child Details**Surname Forenames (in full) Gender Boy ☐ Girl ☐ Date of birth:  /  / Child's Home Address  Post Code: 

Is the child resident in the parish of Horsham &amp; West Grinstead or Billingshurst or Henfield?

Yes ☐ No ☐(Zoomable maps of the parishes are available at: [www.abdiocese.org.uk/Parishes](http://www.abdiocese.org.uk/Parishes))Home Telephone Number Proposed Date of Admission **Parent/Carer details**Name (in full) Address  
(if different from child) Contact telephone number(s) Email Address 

**Brothers/Sisters:** When completing the Local Authority's Common Application Form (CAF), it is important that you provide details of any brothers and sisters who will be attending this school at the proposed time of admission. If this information is not provided on the CAF, the governors may not be able to place the application within the correct criteria. As a 'back-up mechanism', if you would also like to confirm to governors here (**NB this is optional**), that there will be a brother/sister at the school at the time of admission, please list below the Name(s)/Year Group(s) of the brother(s) &/or sister(s):

Name of child:  Year Group: Name of child:  Year Group: Name of child:  Year Group:

**Applications for Catholic children - evidence required:**

My child is a Baptised Catholic or has been received into the Church

Yes

☐

No

☐

Date of Baptism

Parish where child baptised

**Note:** A copy of the Certificate of Baptism/Reception into the Church must be included with this application.

Present Parish \*\*\*:

**The application should be supported by the Parish Priest's signature and stamp. Please ask your Parish Priest to sign/stamp the box below \*\*\*****NOTE:** This box to be completed by priest(s) onlyName of Parish Priest(s): Signature of Parish Priest(s): 

Date:

Affix Parish stamp(s) or seal(s), right:

**\*\*\*** *The priest concerned would be the priest where the parent/carer normally worship or, if they do not practise their faith by attending Mass, the parish priest of the parish in which they are resident.***Applications from Catechumens or Candidates for Reception - evidence required:**

If application is being made for a place at the school where the parent/carer is a Catechumen or a Candidate for reception into the Catholic Church, evidence of their being a member of the catechumenate of a Catholic Church or a candidate for reception will be required. Proof of acceptance into the catechumenate, and evidence for a candidate, should be by a confirmatory letter from the appropriate priest. This evidence should be provided at the same time as this form is returned to the school.

**Applications for children who are members of an Orthodox Church - evidence required:**

If application is being made for a place at the school where the child is a member of an Orthodox Church, evidence of membership will be required. A letter confirming membership of the applicable Orthodox Church, signed by the appropriate priest, will be required. The letter and a certificate of baptism or reception from the authorities of that Church should be provided at the same time as this form is returned to the school.

**Applications for children of other Christian denominations - evidence required:**

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

**Applications for children of other faiths - evidence required:**

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

**Application Declaration (to be signed by parent/carer)**

Please note, for a valid application, the Common Application Form (CAF) must be returned either online or in paper form to the appropriate Local Authority.

*I have completed and returned (either online or by post) the Local Authority Common Application Form (CAF) to the Local Authority showing **St John's Catholic Primary School, Horsham** as one of my preferred schools.*

Yes ☐ No ☐

*I confirm that I have read and understood the Admissions Policy and that the information I have given on this form is accurate and truthful. I understand that I must notify the school immediately if there is a change to these details and that should any information I have given prove false, the Governors may withdraw any offer of a place, even if the child has already started at the school. (An example of false information would be the use of an address that is not the child's normal residence).*

Signed:

Parent/Carer Signature: \_\_\_\_\_

Print full name Mr/Mrs/Miss/Ms/Dr: \_\_\_\_\_

Date:

**IMPORTANT CHECKLIST:**

- ☐ I have fully completed this Supplementary Information Form
- ☐ My parish priest has signed/dated the correct section of the form (for Catholic applicants)
- ☐ I have enclosed, where applicable, a copy of:
  - ☐ Certificate of Baptism in a Catholic Church (for Catholic applicants) or
  - ☐ Certificate of Reception into Full Communion with the Catholic Church (for Catholic applicants)
  - ☐ Confirmatory letter from the priest (for applications from Catechumens)
  - ☐ Confirmatory letter from the priest (for applications from Candidates for Reception)
  - ☐ Letter from priest and certificate of Baptism / Reception (for members of an Orthodox Church)
  - ☐ Letter from minister of religion confirming membership of other Christian denomination (for members of other Christian denominations)
  - ☐ Letter from faith leader confirming membership of other faith (for members of other faiths)

**Additional Note for Catholic applicants:**

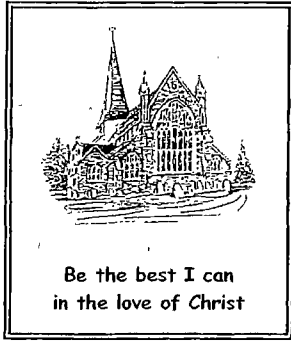
The School may request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was baptised or received into the Catholic Church e.g. where the name and address of the church is not on the certificate or where the name of the church does not state whether it is a Catholic church or not. Those who have difficulty obtaining written evidence of baptism or reception into the Catholic Church should contact their parish priest.

**When you have completed this form please return it (together with supporting documentation, if applicable) to: The Office Manager at St John's Catholic Primary School, Blackbridge Lane, Horsham, West Sussex RH12 1RR.**

**Reminder:**

The closing date for return of this form for a Reception Year place for September 2022 is: **15 January 2022.**

**Note:** The school is committed to protecting the information provided by parents/carers and using it only for the purpose for which it was obtained. For information on the school's Privacy Notice please look on the school website or contact the school for a hard copy.



**St. Mary's Church of England Primary School**

**Normandy  
Horsham  
West Sussex  
RH12 1JL**

# **Admissions 2022-2023**

## **Supplementary Information Form**

**At St. Mary's School we aim to:**

1. create a caring Christian community in which everyone is valued and able to learn and grow together in the love of Christ;
2. inspire all our children to develop enquiring minds, to love learning now and for the rest of their lives;
3. release potential through a broad and creative curriculum;
4. help our children to be independent, respectful and resilient;
5. nurture strong relationships between home, school, church and the wider community;
6. empower the children to become responsible local, national and global citizens;
7. encourage creativity and originality.

**"Be the best I can in the love of Christ"**

Child's name.....

Date of birth.....

Parents' names.....

.....

E-mail address.....

Address.....

.....

Post Code..... Telephone number.....

Is this where the child lives? Yes/No      If no, please give that address below

.....

.....

Post Code.....Telephone number.....

I wish my child to be considered for a place at St. Mary's School, Horsham and I am applying under criterion.....

Names of siblings who will be on role at time of admission (if applicable):

.....

I understand and accept the priority for admission as set down in the School's Admission Arrangements.

If you have attended the church less than twelve months, please provide proof of attendance from Vicar/Minister from the previous church you attended.

Signed..... parent/guardian      Date.....

*Parents/carers must return the form to the school by the closing date for receipt of applications as stated by West Sussex County Council for reception places and as soon as possible for all other applications. Without the form, applications cannot be considered under criteria 2,3,4,6,7,8.*

*In the event that during the period specified for attendance at worship the church or other place of worship has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or other place of worship or alternative premises have been available for public worship.*

**Clergy / Leader of the Church to complete:**

I confirm that ..... (parent / carer)

worship at ..... Church and have attended more than once a month for a period of at least twelve months prior to application.

Signed..... Date.....

Printed Name .....

Position.....

Address and Telephone Number (For verification purposes)

*"Parents" include legal guardians and foster parents and applies to either parents or a sole parent. Where only one parent/guardian satisfies a criterion, the application will be treated equally with one where the requirement is met by two parents.*

*If the family has joined your congregation within the last year having lived elsewhere or attended another church previously, please say over what period they have attended your church more than once a month. A reference will also be sought from their previous church.*

*A church attendance form for clergy use is available on the school website / office if required.*



# St Robert Southwell Catholic Primary School

*A Catholic School in the Diocese of Arundel and Brighton*

Lambs Farm Road, Horsham, West Sussex RH12 4LP

Telephone: 01403 252357

Email: [office@strobertsouthwell.co.uk](mailto:office@strobertsouthwell.co.uk)

[www.strobertsouthwell.co.uk](http://www.strobertsouthwell.co.uk)

## SUPPLEMENTARY INFORMATION FORM

### For admission in 2022-23

#### Important note to Parent/Carer:

- If you are expressing a preference for a place for your child at this school and wish to apply in connection with one of the faith criteria, you should complete this Supplementary Information Form (SIF).
- If you do not complete the SIF and return it to the school with all supporting documents by the closing date, your child may not be placed in the appropriate faith criterion. This is likely to affect your child's chance of being offered a place.
- For a Reception Year Admission in the normal admissions round for the Year 2022–23, the completed SIF, together with all supporting documents, should be returned to the school by **15 January 2022**.
- For an In-Year Admission in the Year 2022–23, the completed SIF, together with all supporting documents, should be returned to the school as soon as possible.
- If you are applying to more than one Catholic school, you will need to fill out a separate SIF for each school.
- You **must** also complete the local authority Common Application Form (CAF). The SIF is not valid without the CAF.





## PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS

**Child Details**

Surname

Forenames (in full)

Gender

Boy

☐

Girl

☐

Date of birth:

 /  / Child's Home  
Address Post Code:Is the child resident in the parish of Horsham & West Grinstead or  
Billingshurst or Henfield?Yes ☐No ☐(Zoomable maps of the parishes are available at: [www.abdiocese.org.uk/education/find-a-school](http://www.abdiocese.org.uk/education/find-a-school) )

Home Telephone Number

Proposed Date of Admission

**Parent/Carer details**

Name (in full)

Address  
(if different  
from child)Contact  
telephone  
number(s)Email  
Address

**Brothers/Sisters:** When completing the Local Authority's Common Application Form (CAF), it is important that you provide details of any brothers and sisters who will be attending this school at the proposed time of admission. If this information is not provided on the CAF, the governors may not be able to place the application within the correct criteria. As a 'back-up mechanism', if you would also like to confirm to governors here (**NB this is optional**), that there will be a brother/sister at the school at the time of admission, please list below the Name(s)/Year Group(s) of the brother(s) &/or sister(s):

Name of child: Year Group: Name of child: Year Group: Name of child: Year Group:

**Applications for Catholic children - evidence required:**

My child is a Baptised Catholic or has been received into the Church

Yes

☐

No

☐

Date of Baptism

Parish where child baptised

**Note:** A copy of the Certificate of Baptism/Reception into the Church must be included with this application.

Present Parish \*\*\*:

**The application should be supported by the Parish Priest's signature and stamp. Please ask your Parish Priest to sign/stamp the box below \*\*\*****NOTE:** This box to be completed by priest(s) only

Name of Parish Priest(s):

Signature of Parish Priest(s):

Date:

Affix Parish stamp(s) or seal(s), right:

\*\*\* The priest concerned would be the priest where the parent/carer normally worship or, if they do not practise their faith by attending Mass, the parish priest of the parish in which they are resident.

**Applications from Catechumens or Candidates for Reception - evidence required:**

If application is being made for a place at the school where the parent/carer is a Catechumen or a Candidate for reception into the Catholic Church, evidence of their being a member of the catechumenate of a Catholic Church or a candidate for reception will be required. Proof of acceptance into the catechumenate, and evidence for a candidate, should be by a confirmatory letter from the appropriate priest. This evidence should be provided at the same time as this form is returned to the school.

**Applications for children who are members of an Orthodox Church - evidence required:**

If application is being made for a place at the school where the child is a member of an Orthodox Church, evidence of membership will be required. A letter confirming membership of the applicable Orthodox Church, signed by the appropriate priest, will be required. The letter and a certificate of baptism or reception from the authorities of that Church should be provided at the same time as this form is returned to the school.

**Applications for children of other Christian denominations - evidence required:**

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

**Applications for children of other faiths - evidence required:**

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

**Application Declaration (to be signed by parent/carer)**

Please note, for a valid application, the Common Application Form (CAF) must be returned either online or in paper form to the appropriate Local Authority.

*I have completed and returned (either online or by post) the Local Authority Common Application Form (CAF) to the Local Authority showing **St Robert Southwell Catholic Primary School, Horsham** as one of my preferred schools.*

Yes ☐ No ☐

*I confirm that I have read and understood the Admissions Policy and that the information I have given on this form is accurate and truthful. I understand that I must notify the school immediately if there is a change to these details and that should any information I have given prove false, the Governors may withdraw any offer of a place, even if the child has already started at the school. (An example of false information would be the use of an address that is not the child's normal residence).*

Signed:

Parent/Carer Signature: \_\_\_\_\_

Print full name Mr/Mrs/Miss/Ms/Dr: \_\_\_\_\_

Date:

**IMPORTANT CHECKLIST:**

- ☐ I have fully completed this Supplementary Information Form
- ☐ My parish priest has signed/dated the correct section of the form (for Catholic applicants)
- ☐ I have enclosed, where applicable, a copy of:
  - ☐ Certificate of Baptism in a Catholic Church (for Catholic applicants) or
  - ☐ Certificate of Reception into Full Communion with the Catholic Church (for Catholic applicants)
  - ☐ Confirmatory letter from the priest (for applications from Catechumens)
  - ☐ Confirmatory letter from the priest (for applications from Candidates for Reception)
  - ☐ Letter from priest and certificate of Baptism / Reception (for members of an Orthodox Church)
  - ☐ Letter from minister of religion confirming membership of other Christian denomination (for members of other Christian denominations)
  - ☐ Letter from faith leader confirming membership of other faith (for members of other faiths)

**Additional Note for Catholic applicants:**

The School may request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was baptised or received into the Catholic Church e.g. where the name and address of the church is not on the certificate or where the name of the church does not state whether it is a Catholic church or not. Those who have difficulty obtaining written evidence of baptism or reception into the Catholic Church should contact their parish priest.

**When you have completed this form please return it (together with supporting documentation, if applicable) to: The Admissions Manager at St Robert Southwell Catholic Primary School, Lambs Farm Road, Horsham, West Sussex RH12 4LP.**

**Reminder:**

The closing date for return of this form for a Reception Year place for September 2022 is: **15 January 2022.**



## St. Giles Church of England (Voluntary Aided)

### Primary School

## Admissions Policy

Together in the light of God's love  
Nurture – Inspire – Respect – Achieve

**We are committed to:**  
Bringing out the best in every child



## Supplementary Information Form

An application for a place on the grounds of faith, under criteria 2, 3, 7 or 8, can be supported by this form.

If the school is oversubscribed this form will be used to assist in applying the oversubscription criteria.

The completed form, together with any supporting references, should be returned to the Admissions Officer at St Giles School by 15<sup>th</sup> December 2021.

Before completing this form, it is important that you have read and understood fully the admission arrangements and oversubscription arrangements for St. Giles school.

By completing this form, you are confirming that the information provided is true and correct.

**Please complete this section in all cases**

Legal Surname of the Child:
Full Forenames of the Child:
Date of Birth:

**To be completed by the applicant if applying under criteria 2 or 7**

I confirm that I, ..... have attended St. Giles Church at least once a month for the twelve months prior to my application. (In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship).

Signed .....

Date .....

Parent/Guardian of .....



### CLERGY FORM

Parents applying under criteria 3, 4, 8 and 9 of the School's Admission Policy are required to submit a reference from a priest or minister in support of their application for a place.

They must worship regularly at the church, which means at least once a month over a period of two years. (Those who have moved church during this period should also obtain a statement from their previous priest or minister).

In this context, 'parents' is taken to include legal guardians and also includes either or both parents or a sole parent. In all such cases the application will be treated equally.

#### **Head Teacher**

\_\_\_\_\_

To the Admissions Panel, St Lawrence C E Aided Primary School, Hurstpierpoint

I wish to apply for entry under criterion 3, 4, 8 or 9 (please delete as necessary) and enclose the attached form signed by my Rector, Parish Priest or Minister.

..... Date: .....

Signed by parent or guardian \_\_\_\_\_

To the Admissions Panel, St Lawrence C E Aided Primary School, Hurstpierpoint

From the Reverend .....

Rector/Parish Priest/Minister of ..... Church

I confirm that ..... regularly worship(s) at this Church.

Signed ..... Date .....

(Regularly in this context means at least once each month over the past two years)

**To be completed by the applicant if applying under criteria 3 or 8**

Please give the name of the Churches Together in Britain and Ireland, or of the Evangelical Alliance religion you follow.....
Do you attend a place of worship at least once a month?    Yes / No
Name of Minister/Priest/ Worship leader:
Telephone Number:
I confirm that I, ..... have attended..... .....at least once a month for the twelve months prior to my application. (In the event that during the period specified for attendance at worship the place of worship has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the place of worship or alternative premises have been available for public worship.)
Signed .....
Date .....
Parent/Guardian of .....

**To be completed by the Priest/Minister/Worship Leader**

Please confirm that the applicant's parents/guardians have attended Church at least once a month for the twelve months prior to their application. (In the event that during the period specified for attendance at worship the place of worship has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the place of worship or alternative premises have been available for public worship.)
Signed .....
Date .....
Priest/Minister/Worship Leader at .....

**ST ANDREW'S C.E. (AIDED) PRIMARY SCHOOL  
GOVERNORS' ENQUIRY FORM  
CLERGY REFERENCE FOR ADMISSIONS APPLICATION**

Application for a place/places for \_\_\_\_\_

Date of birth \_\_\_\_\_

If you are applying for a place(s) under criteria 2, 5, 7 or 8 please ask the Vicar or the recognised representative to complete the section below and return with your form.

**CRITERIA**

Places at St Andrew's C.E. (Aided) Primary School are allocated in accordance with our published Admissions Policy. Where criteria 2, 5, 7 or 8 apply a reference from the Parish Priest is required to confirm that the criteria are satisfied. Applications will only be considered where this is met.

\*Frequency of worship means for at least once a month for a period of at least 12 months prior to application.

**CLERGY REFERENCE**

I confirm that \_\_\_\_\_ parent/guardian name(s)

worship(s) regularly at \_\_\_\_\_ and has attended at least once a month for 12 months prior to this application, thereby satisfying the criterion under which they are applying for a place at the school.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Position in the church \_\_\_\_\_ Date \_\_\_\_\_





# Supplementary Information Form – For Entry September 2022

## Child's Details:

Surname: ..... Forename: .....  
 Middle Name(s): ..... Date of Birth: .....  
 Address: ..... Boy or Girl: .....  
 ..... Post Code: ..... Home Telephone No.: .....

## Mother's Details:

Surname: ..... Forename: .....  
 Address (if different from child's): .....  
 ..... Post Code: ..... Home Telephone No.: .....

## Father's Details:

Surname: ..... Forename: .....  
 Address (if different from child's): .....  
 ..... Post Code: ..... Home Telephone No.: .....

Requested date or term of admission: .....

## Names & dates of birth of siblings already attending St Mary's C of E (Aided) Primary, Pulborough:

Name: ..... Date of Birth: .....  
 Name: ..... Date of Birth: .....

I wish my child to be considered for a place at St Mary's C of E (Aided) Primary School, Pulborough and I am applying under the following criterion. (Please circle one criterion only):-

1      2      3      4      5      6      7      8

I understand and accept the priority for admission as set down in the School's Admission Arrangements document.

I have/have not requested a recommendation form from the Vicar/Minister of the Church where I regularly worship. If you have attended the church less than twelve months please provide proof of attendance from Vicar/Minister from the previous church you attended.

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





## Clergy Form – For Entry September 2022

Name of Parent: .....

is applying for a place at St. Mary's C of E (Aided) Primary School for his/her child for the academic year 2022/2023.

Name of Child: .....

The Governors of St. Mary's School give priority under Categories 2 and 5 to children of families who have established a regular pattern of worshipping more than once a month at the Anglican Parish Church of St Mary's in Pulborough. Members of other churches in Pulborough, Churches Together in Britain and Ireland and the Evangelical Alliance who can demonstrate the same commitment to their own Church will be considered under Categories 3, 6 and 7.

"Parents" include legal guardians and foster parents and applies to either parents or a sole parent. Where only one parent/guardian satisfies a criterion, the application will be treated equally with one where the requirement is met by two parents.

If the family has joined your congregation within the last year having lived elsewhere or attended another church previously, please say over what period they have attended your church more than once a month. A reference will also be sought from their previous church.

Please return the form to the school directly as soon as possible. For September admissions into Year R it should reach the school before the closing date for receipt of applications as stated by West Sussex County Council.

*Chair of Governors*

I confirm that ..... (insert name of parent)

Has/have established a regular pattern of worship at ..... Church of more than once a month over the last twelve months

Signed: ..... Date: .....

Print name: ..... Position: .....

Address and Telephone Number (For verification purposes):

Address: .....

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

Telephone Number: .....



