

Information for Parents
Starting School in September 2023
Appendix 2
(North Schools)

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 2023 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 2023 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	Yes	A
Crawley	Forge Wood Primary	Yes	A
Crawley	The Gatwick School	Yes	F
Crawley	Our Lady Queen of Heaven Primary	Yes	CVA
Crawley	Pound Hill Infant	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



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
www.st-wilfrids-burgesshill.w-sussex.sch.uk

SUPPLEMENTARY INFORMATION FORM

For admission in 2023-24

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 2023-24 the completed SIF, together with all supporting documents, should be returned to the school by **15 January 2023**.
- For an In-Year Admission in the Year 2023-24, 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)

Date of birth:

Child's Home
Address

Post Code:

Is the child resident in the parish of Burgess Hill & Keymer?

Yes ☐No ☐(A zoomable map of the parish is available at 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/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 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 2023 is: **15 January 2023.**

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 2023

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.

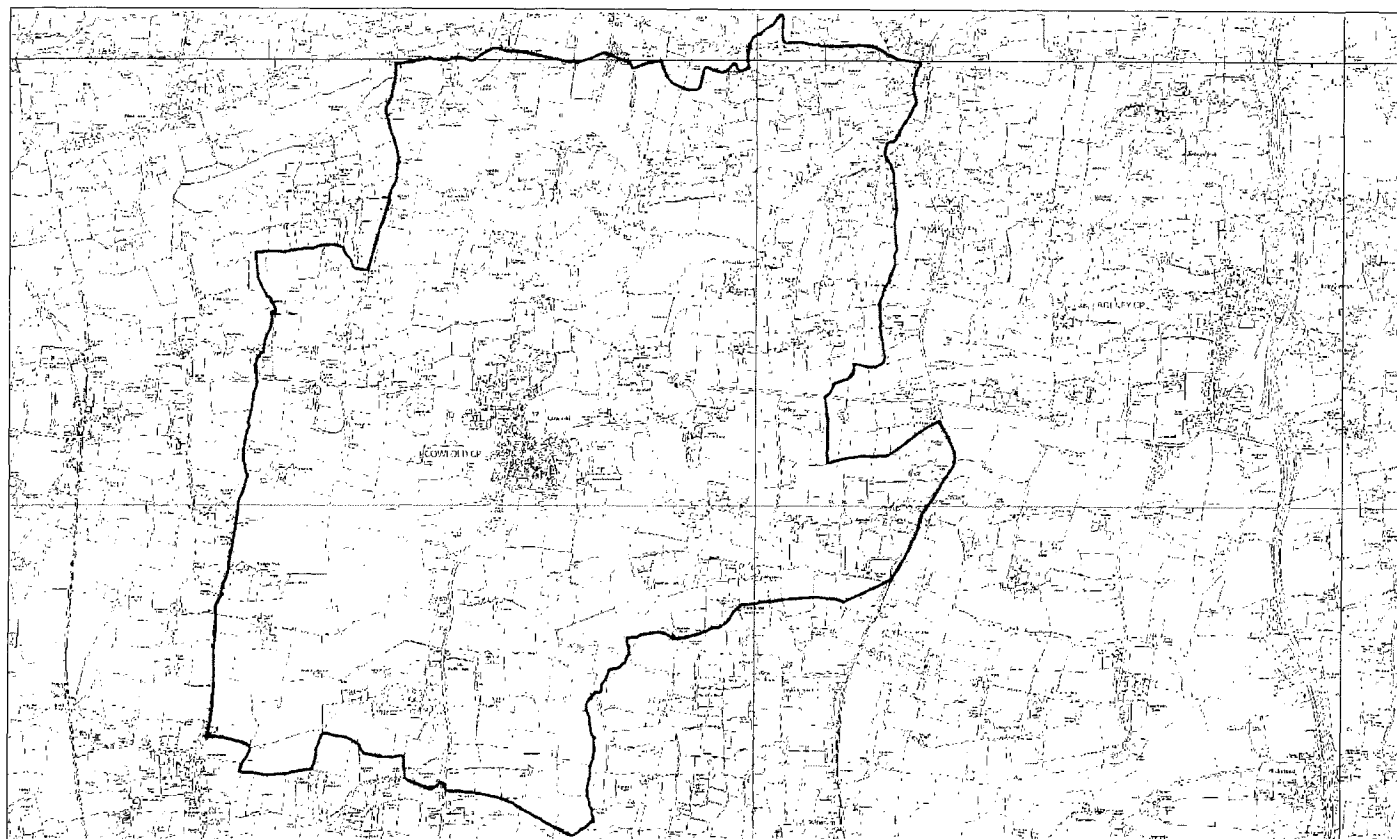
Signed: _____ Date: _____

Position Held: _____

Minister's name: _____ Telephone: _____

Minister's address: _____

Parish Map - Diocese of Chichester, Parish of Cowfold



Digital Map from Dotted Eyes Crown Copyright Licence No: 100002215

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

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.

Academy applied to	
---------------------------	--

Childs details	
Forenames in full	
Surname	
Date of birth	
Home address	

Parent/carers details	
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	

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

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

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

Supplementary Information Form

For applicants applying under the criterion of Children of Staff.

Applicants who wish to be considered for priority admission for Forge Wood Primary School under the criterion of Children of Staff must complete this form, in addition to the local authority application form.

- Applications for Reception and Year 3 in September must be submitted by **15 January]**

Guidance

A member of staff will qualify as being employed at the school, or being in post at the school, if they satisfy all of the following:

- 1) They have a contract of employment with GLF Schools and
- 2) For school-based staff, either:
 - They are based permanently in the school; or
 - They work regularly within the school as part of their work across a cluster of schools
- 3) For central team staff:
 - The school is their named base within their employment contract; and
 - They work on the school site for a majority of their working time

Please complete all boxes in CAPITAL LETTERS

1. Child's details

Question	Answer
Surname	
Forename	
Date of Birth (dd/mm/yyyy)	

2. Parent/Guardian's details

Question	Answer
Surname	
Forename	
Relationship to child	
Name of school where employed	

Date employment commenced	
Address	
Postcode	
Telephone (Home)	
Telephone (Mobile)	
E-mail	

Declaration

I am a permanent member of staff in accordance with the admissions policy of Forge Wood Primary School. Delete as appropriate:

- I have been employed at the school for two or more years (at the closing date for applications)
- I have been recruited to a post at the school for which there is a demonstrable skill shortage

Question	Answer
Signature of parent/guardian:	
Date:	

Your declaration should be confirmed by your line manager:

Question	Answer
Name of line manager:	
Confirm that the declaration is correct:	
Signature of line manager:	
Date:	

Please return this form to:

Forge Wood Primary School
Somerley Drive,
Crawley
West Sussex
RH10 3SW

Or admissions@forgewoodschool.org

<https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/>



GATWICK
SCHOOL

Supplementary Information Form

Admissions 2023/2024

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.

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@thegatwickschool.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

Email: info@olqoh.com

www.olqoh.com

SUPPLEMENTARY INFORMATION FORM

For admission in 2023-24

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 2023–24, the completed SIF, together with all supporting documents, should be returned to the school by **15 January 2023**.
- For an In-Year Admission in the Year 2023–24, 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)

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)

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:	<input type="text"/>	Year Group	<input type="text"/>
Name of child:	<input type="text"/>	Year Group	<input type="text"/>
Name of child:	<input type="text"/>	Year Group	<input type="text"/>

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 2023 is: **15 January 2023.**

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

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

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.

Academy applied to	
---------------------------	--

Childs details	
Forenames in full	
Surname	
Date of birth	
Home address	

Parent/carers details	
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	

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

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

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

**Supplementary Information Form
for admission to St. Andrew's C.E. Primary School
in September 2023**

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:

<input type="checkbox"/>	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		
<input type="checkbox"/>	The child named below has parents/legal carers who are regular(*) worshippers at other(**) Christian churches (<i>criteria 3</i>)		
<table style="width: 100%;"> <tr> <td style="width: 50%;">Signed</td> <td style="width: 50%;">Date</td> </tr> </table>		Signed	Date
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

VICAR / MINISTER USE ONLY	
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 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

www.stfranciscrawley.org

SUPPLEMENTARY INFORMATION FORM

For admission in 2023-24

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 2023–24, the completed SIF, together with all supporting documents, should be returned to the school by **15 January 2023**.
- For an In-Year Admission in the Year 2023–24, 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)

Date of birth:

Child's Home
AddressIs 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)

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 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 2023 is: **15 January 2023.**



St. Margaret's Church of England Primary School
The Mardens, Ifield, Crawley, West Sussex RH11 0AQ Tel: 01293 521077

ADMISSION FORM FOR PUPIL PLACE

Applicants are requested first to read carefully the ADMISSION POLICY on page 3 of this form.

If this application is for a child to enter Reception Class in September 2023, then

THE FINAL DATE FOR APPLICATION IS 15 January 2023. PLEASE NOTE THE LOCAL AUTHORITY FORM MUST ALSO BE COMPLETED AND RETURNED BY THIS DATE

PART A (To be completed by all applicants)

Date of this application:

Child's surname:

Child's forename(s):

Child's date of
birth:

Child's gender:

20 / 04 / 11

Male / Female

Full Names of Parents:

Address (including Post Code):

Home telephone number (including area code):

Mobile telephone numbers:

E mail:

PART B (To be completed by all applicants)

Names of brothers and sisters who will still be attending St. Margaret's C of E Primary School, at the time of admission, together with their dates of birth:

Under which of the 6 criteria
(see Admissions Policy on page 2)
are you applying? Please circle clearly.

1	2	3	4	5	6
---	---	---	---	---	---

Does your child currently attend St. Margaret's Nursery?

YES / NO

PART C (To be completed by applicants applying under criteria 1 or 4 of the school's Admission Policy)

Please list the names & addresses
(e.g. of your General Medical Practitioner
or of any other agency) who will support
your application for your child.
Please attach any supporting documents
from them to this form; documentary evidence
is required from a doctor, a social worker,
an educational welfare officer, or a similar
professional.

Please also state what the educational,
social or medical needs of your child are, that qualify
him or her to apply under criteria 1 or 4.

I/We have read the school's Admission Policy and its criteria and the local authority guidance. I/We certify that the statements that I/we have made on this form are correct and I/we hereby apply for my/our child to be considered for admission to St. Margaret's Church of England Primary School.

Signed by a parent or guardian Date

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



HOLY TRINITY C E (A) PRIMARY SCHOOL **Admissions Policy & Admissions Criteria** **(for September 2023 intake)**

Vision

We aspire to be a happy, confident and caring community where children are motivated to achieve their full potential in a supportive learning environment, underpinned by a strong Christian ethos.

1 John 4: 16: 'God is love and those who live in love live in God, and God lives in them'.

POLICY	Admissions Policy
SOURCE	Holy Trinity CE Primary School
REVIEWED BY	Admissions Committee
APPROVED	Admissions & FGB 20.11.19; 13.07.21 COVID-19 & appeals update July 2020 Diocese update July 2021; FGB 13.07.21; FGB 22.09.21
REVIEW DUE	Annual review; Autumn 2022

1. Introduction to Admissions Policy
2. Admissions Criteria
3. Covid update to Church attendance criteria
4. Appeals timetable
5. Children of UK Service Personnel and Crown Servants
6. Summer born children and deferred entry
7. Admission out of chronological year group
8. Multiple birth applications
9. In-year admissions
10. Definition of home address
11. Statement of SEND/EHCP
12. Tie Breaker
13. Church Supplementary Information Form for Reception and In Year applications

1. Introduction to Admissions Policy

Education at Holy Trinity CE(A) School in Cuckfield is organised on a Primary School basis with children transferring to Secondary School at the age of 11+. Admissions to the school are made by the Governing Body in consultation with the Head Teacher in accordance with arrangements agreed with West Sussex County Council. The school complies with current legislation regarding summer-born children. Parents/carers may approach the Headteacher with any queries they may have regarding admission arrangements for their child/ren. The number of children to be admitted into Reception each year is 60 (Pupil Admissions Number, PAN). Should applications exceed the number of places available then the places are offered according to the school's Admissions Criteria (*see below*).

It is the view of the Governing Body that the admission of any further pupils (over 60) into Year R at Holy Trinity School would be undesirable and would have an adverse impact on the quality of education provided for the pupils who have been allocated places in this year group and would cause 'class size prejudice'. This means that it would be prejudicial to the education of children within those classes, to the use of resources available to those classes and to the ability of the school to provide education within those classes.

When the Starting School application deadline has closed, the Local Authority provides the Governing Body with a list of all applicants who have applied to the school. The Governing Body ranks the applications with the Supplementary Forms (if applicable) in strict accordance with its published Admissions Criteria (*see below*) and provides the Local Authority with the ranked list. The Local Authority is responsible for co-ordinating the allocation of places in its area, offering individual places to parents on behalf of the school's Governing Body on the Common Offer date in April.

Children refused a place can, at their parents' request, be put on a waiting list where priorities will also be determined by the Admissions Criteria shown below. The order of applicants on the waiting list is strictly according to the priority order set out in the Admissions Criteria. No account is taken of length of time on the waiting list to determine an applicant's place in the priority order. Places will be offered to the applicant at the top of the waiting list at the time the place becomes available. Children are kept on this list for a maximum of 12 months.

Late applications are considered after all those received by 15th January each year.

Maps showing the West Sussex County Council (WSCC) agreed boundary of the catchment area of Holy Trinity CE(A) Primary School, and the location of the streets within, can be viewed at the school and on the school website.

Governors and the school will, where possible, provide places for all children within the Ecclesiastical parish of Cuckfield, in line with the school vision.

Where there is more than one child applying for only one place and where their rating according to the Admissions Criteria are equal, the child who lives nearest to the school will be admitted. The distance to the school is measured by a straight line from the school to the home address, using Ordnance Survey address point data from a central point in each building.

Applicants wishing to apply under the Admissions Criteria that involve church attendance (see criteria 2, 4, 7, 9 and 10) should complete the Church Reference Section of the Supplementary Information Form. Once you have completed the form it should be passed to the Leader of your Church to complete their part of the Church Reference Section. The form should then be returned to you and forwarded to:

The School Office,
Holy Trinity C.E. (Aided) School, Glebe Road, Cuckfield,
West Sussex, RH17 5BE

Please note that your church may have an additional, internal process to verify your attendance. Please contact your church for further details.

Definitions:

The word 'parent' in the context of this policy also includes the child's legal guardian and applies to either or both parents, or a sole parent. Where only one parent/guardian satisfies a criterion, the applicant will be treated equally with one where the requirement is met by two parents.

'Sibling' is taken as a full, half or step brother or sister permanently living in the same household, including an adoptive or foster brother or sister.

Churches mentioned in the Admissions Criteria below refer to a church that is a full member of 'Churches Together in Britain and Ireland' or of the 'Evangelical Alliance'.

2. Admissions Criteria

If the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan where the school is named in the Plan, priority for admission will be given to those children who meet the criteria set out below. Places will be offered in the following priority order, with applications submitted by 15th January in each year taking initial priority:

1. Looked After Children and previously looked after children.

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order* including those who appear [to the admission authority] to have been in state care outside England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

*An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians)

2. Children who live within the WSCC agreed boundary of the catchment area of Holy Trinity School, Cuckfield, whose parent worships at Holy Trinity Church, Cuckfield, at least once a month for at least 6 months in the year preceding date of application. Families who have moved into the Parish within the 6 months preceding the date of application will require a supporting letter from previous church/es attended during that period.

3. Children living within the WSCC agreed boundary of the catchment area of Holy Trinity School, Cuckfield, who at the time of entry still have a sibling on roll.
4. Children who live within the WSCC agreed boundary of the catchment area of Holy Trinity School, Cuckfield, whose parent worships at another Christian Church at least once a month for at least 6 months preceding date of application. Families who have moved into the Parish within the 6 months preceding the date of application will require a supporting letter from previous church/es attended during that period.
5. Children of members of staff currently employed by Holy Trinity School where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made. Staff includes all direct employees of the school, not agency or those employed by other parties.
6. Children who live within the WSCC agreed boundary of the catchment area of Holy Trinity School, Cuckfield.
7. Children who live outside the WSCC agreed boundary of the catchment area of Holy Trinity School, Cuckfield, who at the time of entry still have a sibling on roll, and whose parent worships at Holy Trinity Church, Cuckfield, at least once a month for at least 6 months preceding date of application.
8. Children who live outside the WSCC agreed boundary of the catchment area of Holy Trinity School, Cuckfield, who at the time of entry still have a sibling on roll.
9. Children who live outside the WSCC agreed boundary of the catchment area of Holy Trinity School, Cuckfield, and whose parent worships at Holy Trinity Church, Cuckfield, at least once a month for at least 6 months preceding date of application.
10. Children who live outside the WSCC agreed boundary of the catchment area of Holy Trinity School, Cuckfield, whose parent worships at another Christian Church(es) at least once a month for at least 6 months preceding date of application.
11. Other children.

3. Covid update to Church attendance criteria

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".

4. Appeals timetable

There is a right of appeal to an independent panel against the decision of the governors. Parents wishing to exercise this right should write to the Clerk to the Governors, care of the school. In compliance with the School Admission Appeals Code appeals and WSCC guidance the following timetable should be observed as follows:

Appeals timetable	
Offer of places sent out by West Sussex Council	Common Offer Date in April
Deadline for appeals to be logged	Within 20 school days of Common Offer date
Deadline for supporting evidence to be sent in and papers sent out by the clerk to the panel and the parties	Within 1 month from date appeal lodged
You will be given notice of your appeal date	Within 10 school days of papers being sent out
You will receive the outcome of your appeal	Within 5 school days

5. Children of UK Service Personnel and Crown Servants

For families of service personnel with a confirmed posting, or crown servants returning from overseas, we will allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date.

We will use the address at which the child will live when applying our oversubscription criteria, as long as evidence of their intended address is provided with the application, which includes a Unit or quartering address where a parent requests this be the child's home address for the purpose of the application for a place at our school.

6. Summer born children and deferred entry

Most children will enter school at the beginning of the academic year in which they become five. Children reach statutory school age at the start of the term following their fifth birthday. After this time children educated in the state sector must be in school full time for the 190 days of the academic year (ie: morning and afternoons = 380 sessions). Children will be able to start on a full-time basis, but parents/guardians may choose to send their child part-time until the child reaches statutory school age. Parents/guardians have the right to defer entry to the start of the Spring or Summer Term. The parents of a summer born child (April-August) may choose not to send the child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year

Parents wishing to apply for enhanced deferment (known as delayed entry) must apply in writing giving their reasons for this application. If delayed entry is granted then parents must follow the application round for the year group in which their child is to be admitted, even if a place was applied for and granted in the "normal" round of applications. This is not carried forward to the next academic year. New entrants will have the opportunity to spend introductory sessions in school. New entrant parents/guardians will be invited to a series of meetings to support their child's induction in the summer term prior to starting and in the following autumn term.

7. Admission out of chronological year group

Children are educated in school with others of their age group. However, in exceptional circumstances parents/guardians may choose to seek places outside of their child's chronological year group. Decisions will be made on the basis of the circumstances of each case. Parents/guardians must state clearly why they feel admission to a different year groups is in the child's best interest and may provide recent professional evidence to support this. Further details of how to make such a request are available from the school.

8. Multiple birth applications

For example twins or triplets In the case of multiple birth applications, the published admission number or admission limit will be increased at the point of allocation or exceeded to ensure that multiple birth siblings can be allocated places at the same school (sibling definition still applies).

9. In-year admissions

Please contact the school office when requesting an in-year application form and make an appointment to visit the school. Forms are also available to download from the school website. The oversubscription admission criteria apply to applications made to the school outside the normal age of entry to Primary Education (Reception) in succeeding years or during the academic year. It is the school's responsibility to inform the Local Authority of applications received and their outcomes.

10. Definition of home address

Where people are moving into the area, we would require written confirmation of contract exchange or tenancy agreement before offering a place.

11. Statement of SEND/EHCP

A statement of Special Educational Need is a statement made by the Local Authority under Section 324 of the Education Act 1996 specifying the special educational provision required for that child. An Education, Health and Care Plan is a plan made by the Local Authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child. Children with a SEN statement or an EHCP naming Holy Trinity CE(A) Primary School must be admitted.

12. Tie breaker

Tie Breaker In the event that two applications for the last place are tied in all respects, the place will be allocated by random allocation, i.e. the drawing of lots, overseen by a person independent of the school and the admissions authority.

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
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: 2023/24

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.

1. Children who have siblings attending St. Mary's at the time of admission.
2. Children of parents who regularly worship at the Church of St. Mary's and (churches in the parish of) St. Swithun's.
3. Children of parents whose home address is within the Ecclesiastical Parishes of St. Mary's and St. Swithun's.
4. Children of parents who regularly worship at another Christian church within *Churches Together* and/or the *Evangelical Alliance*.
5. 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:

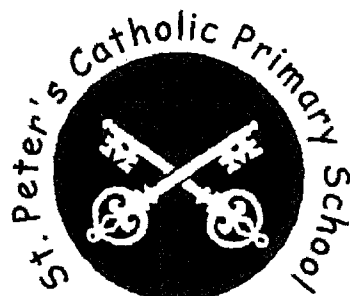
I understand that this form **is not** an offer of a school place and I confirm that the information given above is correct.

Signed:

Date:

Please return this form to:

**Admin Officer
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

www.stpeterseastgrinstead.co.uk

SUPPLEMENTARY INFORMATION FORM

For admission in 2023-24

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 2023–24, the completed SIF, together with all supporting documents, should be returned to the school by **15 January 2023**.
- For an In-Year Admission in the Year 2023–24, 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)

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

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)

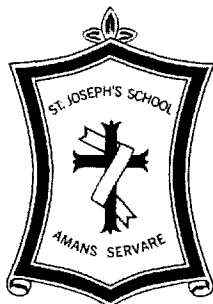
Additional Note for Catholic applicants:

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 2023 is: **15 January 2023.**



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

www.stjosephshh.org.uk

SUPPLEMENTARY INFORMATION FORM

For admission in 2023-24

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 2023–24, the completed SIF, together with all supporting documents, should be returned to the school by **15 January 2023**.
- For an In-Year Admission in the Year 2023–24, 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)

Date of birth:

Child's Home
Address

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 2023 is: **15 January 2023.**

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

Supplementary Information Form and Clergy Form Reception – starting school



Governors welcome applications for admission to the school. The over subscription criteria will be applied to all applications. Places will be offered in accordance with the over subscription 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 Church of England 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 15th 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 15th 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

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

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

Church attendance		
Oversubscription Criterion 3 Do you regularly attend one of these churches:	St Wilfrid's	
	The Ascension	
	The Presentation	
	St Richard's	
Oversubscription Criterion 4 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 15th 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:	

Commented [JG1]: Are you able to squeeze a *Please delete as appropriate onto the Clergy page?

*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 2023

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**



**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.

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**

FAITH LEADER 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.

Parents are asked to make an appointment with their faith leader 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*)

.....

Supplementary Information Form

For applicants applying under the criterion of Children of Staff.

Applicants who wish to be considered for priority admission for Kilnwood Vale Primary School under the criterion of Children of Staff must complete this form, **in addition to the local authority application form.**

- Applications for Reception and Year 3 in September must be submitted by **15 January]**

Guidance

A member of staff will qualify as being employed at the school, or being in post at the school, if they satisfy all of the following:

- 1) They have a contract of employment with GLF Schools and
- 2) For school-based staff, either:
 - They are based permanently in the school; or
 - They work regularly within the school as part of their work across a cluster of schools
- 3) For central team staff:
 - The school is their named base within their employment contract; and
 - They work on the school site for a majority of their working time

Please complete all boxes in CAPITAL LETTERS

1. Child's details

Question	Answer
Surname	
Forename	
Date of Birth (dd/mm/yyyy)	

2. Parent/Guardian's details

Question	Answer
Surname	
Forename	
Relationship to child	

Name of school where employed	
Date employment commenced	
Address	
Postcode	
Telephone (Home)	
Telephone (Mobile)	
E-mail	

Supplementary Information Form - Children of Staff

Declaration

I am a permanent member of staff in accordance with the admissions policy of Kilnwood Vale Primary School. Delete as appropriate:

- I have been employed at the school for two or more years (at the closing date for applications)
- I have been recruited to a post at the school for which there is a demonstrable skills shortage

Question	Answer
Signature of parent/guardian:	
Date:	

Your declaration should be confirmed by your line manager:

Question	Answer
Name of line manager:	
Confirm that the declaration is correct:	
Signature of line manager:	
Date:	

Please return this form to:

Kilnwood Vale Primary School
Calvert Link
Faygate
West Sussex
RH12 0BZ

<https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/>



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

www.stjohnshorsham.school

SUPPLEMENTARY INFORMATION FORM

For admission in 2023-24

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 2023-24, the completed SIF, together with all supporting documents, should be returned to the school by **15th January 2023**.
- For an In-Year Admission in the Year 2023-24, 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 DetailsSurname 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/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) 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 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)

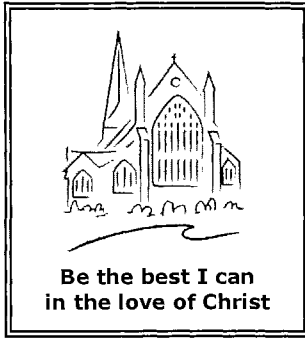
Additional Note for Catholic applicants:

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 2023.**



St Mary's Church of England Primary School

**Normandy
Horsham
West Sussex
RH12 1JL**

Admissions 2023-2024

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

www.strobertsouthwell.co.uk

SUPPLEMENTARY INFORMATION FORM

For admission in 2023-24

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 2023–24, the completed SIF, together with all supporting documents, should be returned to the school by **15 January 2023**.
- For an In-Year Admission in the Year 2023–24, 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/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) 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 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 2023 is: **15 January 2023.**

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 [\[add link\]](#) or contact the school for a hard copy.



St. Giles Church of England (Voluntary Aided) Primary School

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 2023-24

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 St Giles School by 15th December 2023. office@stgilesprimary.co.uk

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



WEST SUSSEX COUNTY COUNCIL

ST LAWRENCE C of E PRIMARY SCHOOL

Trinity Road, Hurstpierpoint, West Sussex BN6 9UY

Headteacher: Marianne Brand MA (ED)

Tel: 01273 833229

ADMISSION FORM

Please complete in block capitals and return to the School Office

Legal Surname:	Legal Forename	Middle Name/s:	
Preferred Surname:	Preferred Forename	Gender:	Date of Birth:
Address: Post Code: Tel. No: Mob No: Email:		Parent(s)'s name(s)	

Please state under which criteria you are applying for a place for your child. (please see overleaf)

If you are applying under criteria 3, 4, 8 or 9 it is necessary to enclose a clergy reference form.

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

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.

Academy applied to	
---------------------------	--

Childs details	
Forenames in full	
Surname	
Date of birth	
Home address	

Parent/carers details	
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	

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

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

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

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

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.

Academy applied to	
---------------------------	--

Childs details	
Forenames in full	
Surname	
Date of birth	
Home address	

Parent/carer details	
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	

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

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

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

**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 2023

Child's Details:

Surname:..... Forename:.....
Middle Name:..... Date of Birth:.....
Address:..... Boy or Girl:.....
..... Post Code:..... Home Phone No:.....

Mother's details:

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

Father's details:

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

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

Names and 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 for 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 2023

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 2023/2024.

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,

St Mary's C of E (Aided) Primary School, Pulborough

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:

