

Information for Parents

Admission to Secondary Schools in September 2025

Appendix 2

Supplementary Information Forms (SIFs)

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.

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*
Barnham	St Philip Howard Catholic School	Yes	VA
Burgess Hill	The Burgess Hill Academy	Yes	A
Burgess Hill	St Paul's Catholic College	Yes	VA
Chichester	Bishop Luffa CE High School	Yes	A
Crawley	The Gatwick School	Yes	A
Crawley	Hazelwick School	Yes	A
Crawley	The Holy Trinity CofE Secondary School	Yes	VA
Crawley	St Wilfrid's Catholic Comprehensive School	Yes	VA
Cuckfield	Warden Park Secondary Academy	Yes	A
Steyning	Steyning Grammar School	Yes	A
Worthing	Davison High School for Girls	Yes	VC
Worthing	St Andrew's CE High School	Yes	VA
Worthing	St Oscar Romero Catholic School (formerly known as Chatsmore Catholic High School)	Yes	VA

*VA = Church Voluntary Aided School

VC = Church Voluntary Controlled School

A = Academy



St Philip Howard Catholic School

A Catholic School in the Diocese of Arundel and Brighton

Elm Grove South, Barnham, West Sussex PO22 0EN

Telephone: 01243 552055

Email: reception@sphcs.co.uk

www.sphcs.co.uk

SUPPLEMENTARY INFORMATION FORM

For admission in 2025-26



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 Year 7 Admission in the normal admissions round for the Year 2025-26, the completed SIF, together with all supporting documents, should be returned to the school by **31 October 2024**.
- For an In-Year Admission in the Year 2025-26, 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**Student Details**

Surname

Forenames (in full)

Date of birth:

Does the child attend a named feeder school? (see note j. of the Admissions Policy)

Yes ☐No ☐

Name of named feeder school

Child's Home
Address

Post Code:

Home Telephone Number

Proposed Date of Admission

Parent/Carer details

Name (in full)

Address
(if different
from student)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 student: _____

Year Group: _____

Name of student: _____

Year Group _____

Name of student: _____

Year Group _____

Applications for Catholic children - evidence required:

My child is a Baptised Catholic or has been received into the Catholic 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/carers 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. Membership is normally evidenced by a certificate of baptism/reception into the Orthodox Church. If that is not available, then a letter confirming membership of the applicable Orthodox Church, signed by the appropriate priest, will be required. The certificate of baptism/reception from the authorities of that Church or the letter from the priest confirming membership 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, either a certificate of baptism (where applicable) or a letter confirming membership of that Christian denomination, and signed by the appropriate minister of religion, will be required. The certificate of baptism or the confirmatory letter from the minister 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.

Applications for children with Exceptional and Compelling Needs – evidence required:

Parents/carers wishing to have an Exceptional and Compelling Need considered with their application (criterion 2 or criterion 9) must submit independent professional evidence which explains clearly why it is essential to attend St Philip Howard (this evidence should be addressed to the Chair of Governors and either posted to the school by recorded delivery or, alternatively, handed in to the school office and a receipt received. For an entry into Year 7 in September 2025, the evidence should be received by the closing date for applications of 31 October 2024. Please refer to *note k.* of the admissions policy.

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 Philip Howard Catholic 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).

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)
 - Certificate of Baptism/Reception or letter from priest (for members of an Orthodox Church)
 - Certificate of Baptism (where applicable) or 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 Secretary at St Philip Howard Catholic School, Elmi Grove South, Barnham, PO22 0EN.

Reminder: The closing date for return of this form for a Year 7 place for September 2025 is: **31 October 2024.**



University of Brighton

Academies Trust

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 Governing Body 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	

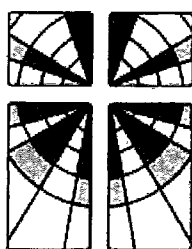
Parent/carer details	
Forename	
Surname	
Name of academy you work at	
Date employment commenced	
Were you recruited to fill a vacant post for which there is a demonstrable skill shortage as defined in the admissions policy?	
Telephone number	
Email address	
Home address	

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.

Alternatively, please note that this form can also be completed online on the relevant academy website

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



**St PAUL'S
CATHOLIC
COLLEGE**

St Paul's Catholic College

A Catholic School in the Diocese of Arundel and Brighton

Jane Murray Way, Burgess Hill, West Sussex RH15 8GA

Telephone: 01444 873898

Email: info@stpaulscatholiccollege.co.uk

www.stpaulscatholiccollege.co.uk

SUPPLEMENTARY INFORMATION FORM

For admission in 2025-26



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 Year 7 Admission in the normal admissions round for the Year 2025-26, the completed SIF, together with all supporting documents, should be returned to the school by **31 October 2024**.
- For an In-Year Admission in the Year 2025-26, 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**Student Details**

Surname

Forenames (in full)

Date of birth:

Does the child attend a named feeder school? (see note k. of the Admissions Policy)

Yes

☐

No

☐

Name of named feeder school

Child's Home
Address

Post Code:

Is the child resident in St Paul's Catchment Area?

Yes

☐

No

☐

(i.e. within the parishes of Haywards Heath & Burgess Hill, Henfield,
Billingshurst with West Grinstead, Lewes, Seaford and Peacehaven, Mayfield)
(See <https://www.abdiocese.org.uk/education/find-a-school> for zoomable maps)

Home Telephone Number

Proposed Date of Admission

Parent/Carer details

Name (in full)

Address

(if different
from student)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 student: _____

Year Group: _____

Name of student: _____

Year Group: _____

Name of student: _____

Year Group: _____

Applications for Catholic children - evidence required:My child is a Baptised Catholic or has been received into the Catholic 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. Membership is normally evidenced by a certificate of baptism/reception into the Orthodox Church. If that is not available, then a letter confirming membership of the applicable Orthodox Church, signed by the appropriate priest, will be required. The certificate of baptism/reception from the authorities of that Church or the letter from the priest confirming membership 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, either a certificate of baptism (where applicable) or a letter confirming membership of that Christian denomination, and signed by the appropriate minister of religion, will be required. The certificate of baptism or the confirmatory letter from the minister should be provided at the same time as this form is returned to the school.

Applications for children with Exceptional and Compelling Needs – evidence required:

Parents/carers wishing to have an Exceptional and Compelling Need considered with their application (criterion 2 or criterion 9) must submit independent professional evidence which explains clearly why it is essential to attend St Paul's Catholic College. The supporting evidence from the qualified professional must detail fully the child's needs and address the reason why these needs can only be met at St Paul's Catholic College. (The evidence should be addressed to the Chair of Governors and either posted to the school by recorded delivery or, alternatively, handed in to the school office and a receipt received. For an entry into Year 7 in September 2025, the evidence should be received by the closing date for applications of 31 October 2024. Please refer to *note 1* of the admissions policy.

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 Paul's Catholic College** 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)
 - Certificate of Baptism/Reception or letter from priest (for members of an Orthodox Church)
 - Certificate of Baptism (where applicable) or 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 Paul's Catholic College, Jane Murray Way, Burgess Hill, West Sussex RH15 8GA.

Reminder: The closing date for return of this form for a Year 7 place for September 2025 is: **31 October 2024.**

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.

CONFIDENTIAL - BISHOP LUFFA SCHOOL

FOUNDATION PLACE - SUPPLEMENTARY INFORMATION FORM

(PLEASE NOTE THAT IF YOUR CHILD HAS AN EDUCATION, HEALTH AND CARE PLAN (EHCP) YOU SHOULD DISCUSS THE MATTER OF HIS/HER CHOICE OF SCHOOL DIRECTLY WITH THE LOCAL AUTHORITY IN THE FIRST INSTANCE.)

Application for secondary transfer into Year 7 September 2025 or

(delete as appropriate)

Application for In Year admission into Year 7 / 8 / 9 / 10 / 11 (please circle) during academic year 2025-2026

FOR OFFICE USE ONLY					DATE STAMP			
EHCP		CSF						
CLA/PCLA		Other Faith						
Staff		Church						
Sibling		BLLP						
Category	1	2	3	4	5	6	7	AGREED

TO BE COMPLETED IN BLACK INK

Pupil's legal surname:	Legal forename:
Middle name(s):	Chosen name (if different to legal name):
Date of birth:	Male / Female (delete as applicable)
Address	Street:
House name/number:	
Area/village:	Postal Town:
County:	Postcode:
Home Telephone:	Local Authority for this address:

Please give details of parent(s)/guardian(s) **who live at the same address as the pupil**

Parent 1	Parent 2
Surname:	Surname:
Forename:	Forename
Relationship to pupil:	Relationship to pupil
Do they have Parental Responsibility? YES / NO	Do they have Parental Responsibility? YES / NO
Daytime telephone:	Daytime telephone:
Mobile telephone:	Mobile telephone:
Email address:	Email address:

Pupil's Present School:	
Is this school part of the Bishop Luffa Learning Partnership (BLLP) Multi Academy Trust?	YES / NO
Does your child have a current Education Health Care Plan?	YES / NO
Is your child 'Looked After' or 'Was previously Looked After'?	YES / NO
Are you a member of staff at Bishop Luffa School who has been employed on a permanent contract for more than 2 years?	YES / NO
Will any brothers or sisters be attending Bishop Luffa School at the time of admission?	YES / NO
If so, which Year(s) and House will the sibling(s) be in at time of admission :	
For Christian applicants: which Christian denomination are you a member of?	
Which Church do you attend or are you associated with?	
Are you on your Church's Electoral Roll or its equivalent?	YES/NO
Please give the name and address of your parish priest or minister and ask him/her to send us a completed Church Support Form, under separate cover, to arrive not later than Friday 22 November 2024	
Title and Initials:	Surname:
House Name/Number:	Street:
Area/village:	Postal Town:
Postcode:	Email address:
If you have joined the above Church, from another Church, within the last two years, please give the name and address of your previous parish priest or minister and ask him/her to send us a completed Church Support Form, under separate cover, to arrive not later than Friday 22 November 2024	
Title and Initials:	Surname:
House Name/Number:	Street:
Area/village:	Postal Town:
Postcode:	Email address:
For applicants of other World Faiths: which Faith are you a member of?	
Which place of worship do you attend or are you associated with?	
Are you on your place of worship's membership roll or register?	YES / NO
Please give the name and address of your Faith leader and ask him/her to send us evidence of regular engagement with worship and membership of your faith community for at least two years, to arrive not later than Friday 22 November 2024	
Title and Initials:	Surname:
House Name/Number:	Street
Area/Village:	Postal Town:
Postcode:	Email address:
Please attach if necessary, any information which may be relevant to this application. <i>Applicants for Special Circumstances places should attach appropriate documentation from a qualified person (usually a doctor or social worker) stating clearly the exceptional reasons why the child should attend Bishop Luffa School.</i>	
Signed:	Date:
REMINDER – IT IS YOUR RESPONSIBILITY TO ARRANGED FOR A CHURCH SUPPORT FORM TO BE COMPLETED AND FOR ANY SUPPORTING DOCUMENTATION FOR SPECIAL CIRCUMSTANCES TO BE PROVIDED	
TO BE RETURNED TO THE SCHOOL BY 31 OCTOBER 2024 (SECONDARY TRANSFER APPLICATIONS ONLY)	
TO: MRS GILL COOPER, ADMISSIONS, BISHOP LUFFA SCHOOL, WESTGATE, CHICHESTER, PO19 3HP	



GATWICK
SCHOOL

23 Gatwick Road, Crawley, West Sussex RH10 9TP

Telephone: 01293 538779

Email: info@thegatwickschool.org.uk

Supplementary Information Form

To be completed for applications under criterion 2 (Children of Staff)

Applications for entry on a staff basis must be supported by submission of this form which may be obtained from the Admissions Officer.

Name of child: Surname:

Forenames:

Date of Birth:

Name of Member of Staff:

Address:

.....

Tel numbers: Home Mobile

E-mail.....

I am a member of staff as defined in the school's admissions policy: (please delete as appropriate)

- I am a member of staff and have been working at the school for at least two years; or
- I meet a skills shortage;

Signature of parent/guardian..... Date.....

Approved by The Gatwick School Date.....

Once completed this form should be returned to the Admissions Officer, The Gatwick School, 23 Gatwick Road, Crawley, West Sussex RH10 9TP

For September 2025 Year R applications, the form must be returned by **15 January 2025**.

For September 2025 Year 7 applications, the form must be returned by **31 October 2024**



Hazelwick School

An Academy

Headteacher: Ms A Fearon BA (Hons) MA NPQH
Governors: Mr L Clark



Chair of

SUPPLEMENTARY INFORMATION FORM FOR ADMISSION IN 2025/2026

This form should be completed when applying for a place at Hazelwick School, **only if you meet the following conditions:**

- Your child has a parent, step-parent, adoptive parent or carer who is employed by Hazelwick School

PLEASE NOTE: You must also complete and return a Common Application Form (available from and returnable to West Sussex). You can do this online at www.westsussex.gov.uk/admissions

Please complete all sections of the Hazelwick Supplementary Information Form below using BLOCK CAPITALS for handwritten responses. If the form is not completed, applications will be considered only on the basis of information provided to the Local Authority.

Surname of child	
Forename(s) of child	
Male or female	
Date of birth	
Child's home address*	
Post Code	

**This should be a residential property that is the home address already recorded on the Local Authority's database.*

Does your child have a parent, step-parent, adoptive parent or carer who works for Hazelwick School	Yes *
	No

**Full name of parent who works at Hazelwick School:*

.....

I confirm that I have completed or will complete a Local Authority Common Application Form

Yes No

I confirm that the information I have given on this form is accurate and truthful. I understand that I must notify Hazelwick School immediately if there is any 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 school.

Signature..... Date

Please return this form to Mrs Howland, Hazelwick School, Hazelwick School Close, Three Bridges, Crawley, RH10 1SX or by email to thowland@hazelwick.org.uk



THE HOLY TRINITY CHURCH OF ENGLAND SECONDARY SCHOOL

Buckswood Drive, Gossops Green, Crawley, RH11 8JE, 01293 423690.

BLUE

REFERENCE OF RELIGIOUS COMMITMENT TO ANOTHER WORLD FAITH (Buddhist, Hindu, Jewish, Muslim or Seikh)

FROM MINISTER/PRIEST/ELDER OF ORGANISATION

This section to be completed by the APPLICANT:

NAME OF CHILD

PARENT/GUARDIAN

ADDRESS

This section to be completed by the MINISTER/PRIEST/ELDER OF ORGANISATION:

Please circle your religion:

Buddhist

Hindu

Jewish

Muslim

Sikh

1. How do you know the child's parents/guardian?

2. Name and address of place of worship:

3. Tick the box which indicates the PARENTS'/GUARDIANS' attendance at this place of worship over the past two years – since 01 September 2021 (Excluding the lockdown period for Covid-19).

At least
fortnightly

At least
Monthly

Less than
monthly

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

This reference form should be authorised by the organisation's official stamp in the box below or accompanied by a supporting letter on headed notepaper.

Name of referee:

Status within organisation

Signed

Tel. No & Email Address

Organisation's Official Stamp here

THE REFEREE SHOULD PLACE THIS REFERENCE IN A SEALED ENVELOPE (provided by applicant)
AND RETURN IT TO THE APPLICANT OR DIRECTLY TO THE SCHOOL BY 31ST OCTOBER 2024.

If you have any queries about completing this form please contact admissions@holytrinitycrawley.org.uk

THANK YOU VERY MUCH FOR COMPLETING THIS FORM.



THE HOLY TRINITY CHURCH OF ENGLAND SECONDARY SCHOOL

Buckswood Drive, Gossops Green, Crawley, RH11 8JE, 01293 423690.

ORANGE

BASKETBALL REFERENCE

FROM COACH

This section to be completed by the APPLICANT:

NAME OF CHILD

PARENT/GUARDIAN

ADDRESS

.....

This section to be completed by the COACH:

This reference is made in the following category *(please tick as appropriate)*:

- ☐ has played National League Level Basketball
- ☐ has attended weekly training with a recognised Basketball team
- ☐ has been a member of the team for ONE full year
- ☐ None of the above

- 1 Child's Basketball Registration Number:
- 2 Name and address of team:
-
-

Name of referee

Status within organisation

Signed

Tel. No & Email Address

.....

Team Stamp

THE REFEREE SHOULD PLACE THIS REFERENCE IN A SEALED ENVELOPE *(provided by applicant)*
AND RETURN IT TO THE APPLICANT OR DIRECTLY TO THE SCHOOL BY **31ST OCTOBER 2024.**

If you have any queries about completing this form please contact admissions@holytrinitycrawley.org.uk
THANK YOU VERY MUCH FOR COMPLETING THIS FORM.



THE HOLY TRINITY CHURCH OF ENGLAND SECONDARY SCHOOL

Buckswood Drive, Gossops Green, Crawley, RH11 8JE, 01293 423690.

PINK

REFERENCE OF CHRISTIAN COMMITMENT FROM MINISTER/PRIEST/ELDER OF CHURCH

This section to be completed by the APPLICANT:

NAME OF CHILD

PARENT/GUARDIAN

ADDRESS

This section to be completed by the MINISTER/PRIEST/ELDER OF CHURCH:

This reference is made in the following category (please tick as appropriate):

- ☐ A member of Churches Together in Britain and Ireland
☐ A Member of the Evangelical Alliance
☐ A place offering Trinitarian Christian Worship (Nicene Creed)
☐ None of the Above

1. How do you know the child's parents/guardian?

2. Name and address of place of worship:

3. Tick the box which indicates the PARENTS'/GUARDIANS' attendance at this place of worship over the past two years – since 01 September 2021 (Excluding the lockdown period for Covid-19).

At least
fortnightly

At least
Monthly

Less than
monthly

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

Name of referee:

Status within organisation

Signed

Tel. No & Email Address

THE REFEREE SHOULD PLACE THIS REFERENCE IN A SEALED ENVELOPE (provided by applicant)
AND RETURN IT TO THE APPLICANT OR DIRECTLY TO THE SCHOOL BY 31ST OCTOBER 2024.

If you have any queries about completing this form please contact admissions@holytrinitycrawley.org.uk

THANK YOU VERY MUCH FOR COMPLETING THIS FORM.



THE HOLY TRINITY CHURCH OF ENGLAND SECONDARY SCHOOL

Buckwood Drive, Gossops Green, Crawley, RH11 8JE., tel. 01293 423690

SUPPLEMENTARY INFORMATION FORM (SIF) FOR ADMISSION TO YEAR 7 SEPTEMBER 2025

If the school is oversubscribed, an application for a place in criteria 2, 3, 6, 7, 8, 9 or 10 without a supporting reference is less likely to succeed. School expectations are outlined in the School Prospectus. The completed SIF, together with relevant documentation, should be returned to the Admissions Officer by 31st October 2024.

Before completing this form it is important that you have read and understood fully the admission arrangements and oversubscription criteria attached.

PLEASE WRITE IN BLOCK CAPITALS

COMPLETE THIS SECTION IN ALL CASES	
Pupils Legal Surname _____	Date of Birth _____
Full Forenames _____	Male <input type="checkbox"/> Female <input type="checkbox"/>
Address _____	
Post Code _____	Telephone Number _____
Details of full, half, step, foster or adoptive siblings living at the same address as the applicant above who will be in the SIXTH Form at the proposed date of entry:	
Name of Sibling _____	Current Tutor Group _____
Please note that names of siblings in years 7-11 are captured on the Local Authority's online application	
COMPLETE THIS SECTION IF APPLYING IN CRITERIA 2, 3, 6 or 7 (PINK REFERENCE)	
Do the parents attend a place of Christian worship at least fortnightly?	NO <input type="checkbox"/> YES <input type="checkbox"/>
Do the parents attend a place of Christian worship less than fortnightly but at least monthly?	NO <input type="checkbox"/> YES <input type="checkbox"/>
<i>If you have answered 'YES' to any of the questions in this section a PINK reference must be completed by the Minister, Priest or Leader of the Church where the parents worship.</i>	
COMPLETE THIS SECTION IF APPLYING IN CRITERIA 4	
Name of CofE School currently attended: _____	
COMPLETE THIS SECTION IF APPLYING IN CRITERIA 5 (Staff)	
Are you currently a member of staff at Holy Trinity CofE Secondary School, or are you being considered for a position at the school?	NO <input type="checkbox"/> YES <input type="checkbox"/>
COMPLETE THIS SECTION IF APPLYING IN CRITERIA 8 OR 9 (BLUE REFERENCE)	
Do the parents attend a place of worship at least fortnightly?	NO <input type="checkbox"/> YES <input type="checkbox"/>
Do the parents attend a place of worship less than fortnightly but at least monthly?	NO <input type="checkbox"/> YES <input type="checkbox"/>
<i>If you have answered 'YES' to any of the questions in this section a BLUE reference <u>must</u> be completed by the Minister, Priest or Leader of the place where the parents worship.</i>	
COMPLETE THIS SECTION IF APPLYING IN CRITERIA 10 (ORANGE REFERENCE)	
Has the child played basketball for the last year?	NO <input type="checkbox"/> YES <input type="checkbox"/>
<i>If you answer "YES", please ensure the Orange reference is completed by the Team coach</i>	
<ul style="list-style-type: none">• I confirm that I have legal parental responsibility for this child and their education.• I have read the admission arrangements and oversubscription criteria attached.• The information I have given is correct to the best of my knowledge.	
Full Name _____	
Signature _____	



St Wilfrid's Catholic School

A Catholic School in the Diocese of Arundel and Brighton

St Wilfrid's Way, Crawley, West Sussex RH11 8PG
Telephone: 01293 421421 Fax: 01293 421429
Email: admissions@stwilfrids.com
www.stwilfrids.com

SUPPLEMENTARY INFORMATION FORM

For admission in 2025-26

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 Year 7 Admission in the normal admissions round for the Year 2025-26, the completed SIF, together with all supporting documents, should be returned for the attention of Sarah Minnis at St Wilfrid's Catholic School by **31 October 2024**.
- For an In-Year Admission in the Year 2025-26, the completed SIF, together with all supporting documents, should be returned to the St Wilfrid's Catholic 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**Student Details**Surname Forenames (in full) Date of birth: / / Does the child attend a deanery feeder school (*see note h. of Admissions Policy*) Yes ☐ No ☐Name of deanery feeder school Child's Home Address Post Code: Is the child resident in Horley parish? Yes ☐ No ☐Is the child resident in Henfield parish? Yes ☐ No ☐Is the child resident in Billingshurst & West Grinstead parish? Yes ☐ No ☐(zoomable maps of the parishes are available at: <https://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 student) 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 student: Year Group in September 2025: Name of student: Year Group in September 2025: Name of student: Year Group in September 2025:

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. Membership is normally evidenced by a certificate of baptism/reception into the Orthodox Church. If that is not available, then a letter confirming membership of the applicable Orthodox Church, signed by the appropriate priest, will be required. The certificate of baptism/reception from the authorities of that Church or the letter from the priest confirming membership 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, either a certificate of baptism or a letter confirming membership of that Christian denomination, and signed by the appropriate minister of religion, will be required. The certificate of baptism or the confirmatory letter should be provided at the same time as this form is returned to the school.

Applications for children of other faiths - evidence required:

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

Application Declaration (to be signed by parent/carer)

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

*I have completed and returned (either online or by post) the Local Authority Common Application Form (CAF) to the Local Authority showing **St Wilfrid's Catholic 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).

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)
 - ☐ Certificate of Baptism/Reception or letter from priest (for members of an Orthodox Church)
 - ☐ Certificate of baptism or 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: Sarah Minnis, Admissions at St Wilfrid's Catholic School, St Wilfrid's Way, Crawley, West Sussex RH11 8PG or by emailing to admissions@stwilfrids.com.

Reminder: The closing date for return of this form for a Year 7 place for September 2025 is: **31 October 2024.**

WARDEN PARK SECONDARY ACADEMY

SUPPLEMENTARY INFORMATION FORM FOR ADMISSION IN 2025/6

This form should be completed when applying for a place at Warden Park Secondary Academy, Cuckfield, only if you meet one or more of the following conditions :

- Your child has a brother or sister* who is a student at Warden Park Secondary in **Year 11** at the point of application submission deadline.
**Brothers or sisters may be half or step-siblings, adopted siblings or the child of the parent/carer's partner but must be living permanently at the same address.*
- Your child has a parent, step-parent, adoptive parent or carer who works for the Warden Park Secondary Academy.
- Children who are on roll at a member school of the Sussex Learning Trust at the point of application.

PLEASE NOTE: You must also complete and return a Common Application Form (available from and returnable to the Local Authority). You can do this on line at www.westsussex.gov.uk/admissions

Please complete all sections of the Warden Park supplementary form below using BLOCK CAPITALS for handwritten responses. If the form is not completed, applications will be considered only on the basis of information provided to the Local Authority.

Surname of child	
Forename(s) of child	
Male or female	
Date of birth	
Child's home address*	
Post Code	

* This should be a residential property that is the home address already recorded on the Local Authority's database.

Please turn over

Details of brother(s) and sister(s)* who are students in Year 11 at Warden Park Secondary Academy at the point of application submission deadline.	
Full name	Date of birth

** Brothers or sisters may be half or step-siblings, adopted siblings or the child of the parent/carer's partner but must be living permanently at the same address.*

Does your child have a parent, step-parent, adoptive parent or carer who works for Warden Park Secondary Academy?	Yes*	
	No	

**Full name of parent who works for the Warden Park Secondary Academy:*

.....

Which Sussex Learning Trust school does your child attend?	Northlands Wood	
	Warden Park Primary	
	Woodgate Primary	

I confirm that I have completed or will complete a Local Authority Common Application Form
(please tick) Yes No

I confirm that the information I have given on this form is accurate and truthful. I understand that I must notify Warden Park immediately if there is any change to these details and that should any information I have given prove false, the Directors may withdraw any offer of a place even if the child has already started school.

Signature Date

Please return this form to: Transition Pastoral Support Officer, Warden Park Secondary Academy, Broad Street, Cuckfield, West Sussex RH17 5DP or by email to admin@wardenpark.co.uk

SUPPLEMENTARY INFORMATION FORM

Only use to support admission applications on grounds of faith

The purpose of this **Supplementary Information Form** is to enable Steyning Grammar School to consider an application to the school fully. The information given on this form, together with any supporting evidence submitted before the closing date each year for admission, is the only source of information taken into account. You must complete this form, declare your or your child's membership, have it supported by the designated church or religious group official and return it to the school as soon as possible but before the deadline for secondary school admissions set by the Local Authority. *(The designated church official is usually the vicar or priest; please ask at your church who has been designated to validate your declaration.)*

If you do not submit this form in time, your application cannot be considered under the faith criterion.

I / We		Parent Name(s)
Of		Address
Being the Parent(s) of		
	Child's Name	Child's Date of Birth
<i>applying for a place at</i>		
Either Part A: Declare that my/our child/my / our active membership of a Christian church is described as attending worship at a Christian church or Christian religious group at least [once] a month for at least the previous [twelve months] before the deadline for admissions set by the Local Authority. Covid-19 restrictions: In the event that during the period specified for attendance at worship the Christian church or Christian religious group has been closed for public worship and has not provided alternative premises for that worship, the requirements of these arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.		please tick if applicable
Or Part B: Declare that my/our child wishes, or that I/we wish our child, to receive a Christian education within a Church of England School. Please attach any other relevant information you may wish to share with us. Examples include: <i>reasons for a shorter period of or less frequent or no attendance at worship in a Christian church or religious group.</i>		please tick if applicable
Parental signature(s)	Please print your name(s)	
1 st parent	1 st parent	
2 nd parent (if appropriate)	2 nd parent (if appropriate)	
Date:	Date:	

PLEASE GET THIS FORM SIGNED BY THE CHURCH OFFICIAL VERIFYING YOUR DECLARATION

UK General Data Protection Regulation (UK GDPR) and Data Protection Act (DPA) 2018 - We process your personal information in accordance with GDPR and Data Protection Act 2018. If you would like to know how we use your information, please see our Privacy Notice on the School website. In accordance with the DPA 2018 we are required to keep the information we hold about you up to date and accurate. By signing this form you are confirming the information is correct, true and accurate.

SUPPLEMENTARY INFORMATION FORM

Only use to support admission applications on grounds of faith

I verify that the information regarding attendance at worship given above is correct.

Signature	
Please print your name	
Name of the Christian Church or Christian religious group	
Status within the church (Vicar / Priest in Charge etc)	
Date	
Contact address and telephone number	

For School Use Only

Accepted by the school as a **validated “active members of a Christian Church or religious group” declaration** and signed

Name of person signing	Name	Signature	Date
------------------------	------	-----------	------

Please return this form, marked for the attention of the “School Admissions/Data Team at Steyning Grammar School, Shooting Field, Steyning, West Sussex, BN44 3RX” before the deadline for school admissions set by the Local Authority.

UK General Data Protection Regulation (UK GDPR) and Data Protection Act (DPA) 2018 - We process your personal information in accordance with GDPR and Data Protection Act 2018. If you would like to know how we use your information, please see our Privacy Notice on the School website. In accordance with the DPA 2018 we are required to keep the information we hold about you up to date and accurate. By signing this form you are confirming the information is correct, true and accurate.

SUPPLEMENTARY INFORMATION FORM
DAVISON CE (VOLUNTARY CONTROLLED) HIGH SCHOOL FOR GIRLS

To be completed only by parents wishing to make application to Davison Church of England (Voluntary Controlled) High School for Girls on denominational grounds.

Box A (To be completed by Parent)

<p>Child's Name:</p> <p>Child's Date of Birth:</p> <p>Child's Address:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Child's Current School:</p>

Box B (To be completed by Minister)

<p>Name & Address of Church:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Name of Minister:</p> <p>Telephone number:</p> <p>E-mail address:</p> <p style="text-align: right; margin-top: 20px;">[P.T.O.]</p>

(Box B Continued)

I, understand that that by signing this form, I confirm:

- 1) the parent(s)/guardian(s) of the above-named child have attended church at least once monthly in the last two years;

And

- 2) the above-named church is a Christian Church which is a full member of:
i) Churches Together in Britain and Ireland;

OR

- ii) the Evangelical Alliance.

Signed:

Position:

Date:

If you wish to make any further comments, please do so in a separate letter and attach to this form.

Please return by 31 October 2024 to:

Pupil Admissions Office,
Bridge House,
Barrington Road,
Goring-by-Sea
Worthing,
BN12 4SE



FOUNDED 1848

Any parent who believes that their child should be given priority according to the admissions policy should provide details using this supplementary information form. This form does not replace the application form provided by West Sussex (which **must** also be submitted by the applications deadline of 31 October). If you have any admissions queries please contact the Admissions Manager, on 01903 820676.

Admission to Year 7 ☐

Name of child	
Name and address of parent	
Current school	
The pupil or one parent attends church at least monthly <input type="checkbox"/>	Name of regular worshipper:
	Name and address of priest or minister:
	I, _____ (name of Priest/Minister) confirm that the pupil / parents / carers of the student named on this form has attended _____ (Name of Church) at least monthly for the last 2 years. Signed: _____ (Priest/Minister) <i>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 arrangements in relation to attendance will only apply to the period when the or alternative premises have been available for public worship</i>
Exceptional & compelling social, psychological or medical reasons <input type="checkbox"/>	You must provide evidence from an appropriate professional

Supplementary information should be sent to St Andrew's school by the published closing date for applications: 31 October.

SIF - PRIVATE AND CONFIDENTIAL

Surname
Forename



St Oscar Romero Catholic School

A Catholic School in the Diocese of Arundel and Brighton

Address: Goring Street, Goring By Sea, Worthing, West Sussex BN12 5AF

Telephone: 01903 241368 Fax: 01903 240183

Email: office@stromeros.co.uk

www.stromeros.co.uk

SUPPLEMENTARY INFORMATION FORM

For admission in 2025-26

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 Year 7 Admission in the normal admissions round for the Year 2025-26, the completed SIF, together with all supporting documents, should be returned to the school by **31 October 2024**.
- For an In-Year Admission in the Year 2025-26, 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**Student Details**

Surname

Forenames (in full)

Date of birth:

 / /

Does the child attend one of the named feeder schools?

Yes

☐

No

☐

(see note k. of Admissions Policy)

Name of the feeder school

Child's Home
Address Post Code:

Home Telephone Number

Proposed Date of Admission

Parent/Carer details

Name (in full)

Address

(if different
from student)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 student: Year Group: Name of student: Year Group Name of student: Year Group

Applications for Catholic children - evidence required:

My child is a **Baptised Catholic** or has been received into the Catholic Church Yes ☐ No ☐

Date of Baptism / /

Parish where child baptised

Note: A copy of the Certificate of Catholic 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. Membership is normally evidenced by a certificate of baptism/reception into the Orthodox Church. If that is not available, then a letter confirming membership of the applicable Orthodox Church, signed by the appropriate priest, will be required. The certificate of baptism/reception from the authorities of that Church or the letter from the priest confirming membership 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, either a certificate of baptism or a letter confirming membership of that Christian denomination, and signed by the appropriate minister of religion, will be required. The certificate of baptism or the confirmatory 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.

Applications for children with Exceptional and Compelling Needs – evidence required:

Parents/carers wishing to have an Exceptional and Compelling Need considered with their application (criterion 2 or criterion 10) must submit independent professional evidence which explains clearly why it is essential to attend St Oscar Romero (this evidence should be addressed to the Chair of Governors and either posted to the school by recorded delivery or, alternatively, handed in to the school office and a receipt received). For an entry into Year 7 in September 2025, the evidence should be received by the closing date for applications of 31 October 2024. Please refer to *note n.* of the admissions policy.

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 Oscar Romero Catholic 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).

Parent/Carer Signature: _____

Signed:

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

Date:

NOTE: This box to be completed ONLY by applicants applying under the Children of Staff criterion

Surname: _____ Forename: _____

Date employment commenced at St Oscar Romero: _____ Oversubscription Criterion No. applying for: _____

Address: _____

Postcode: _____ Tel No (Home): _____ Mobile: _____ Email: _____

I confirm I am a permanent member of staff in accordance with the school's admissions policy:

* I have been employed at the school for at least two years at the time of application (see note m.), and/or

* I have been recruited to a post at the school for which there is a demonstrable skills shortage

Signature of Parent/Carer: _____ 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)
 - ☐ Certificate of Baptism/Reception or letter from priest (for members of an Orthodox Church)
 - ☐ Certificate of Baptism or 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 Oscar Romero Catholic School, Goring Street, Goring By Sea, Worthing, West Sussex BN12 5AF

Reminder: The closing date for return of this form for a Year 7 place for September 2025 is: **31 October 2024.**

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.

