

St Mary's Church of England Primary School - Supplementary Information Form

Appendix C

Part 1	The Purpose of this Supplementary Information Form	
	<p>This form <u>must</u> be completed when a parent wishes to provide supplementary information by way of evidence that a child satisfies criterion 4 or 5 of the oversubscription criteria applying for St Mary's Church of England Primary School.</p> <p>If there are more admission applications received than places available within the required year group (oversubscription), it will be necessary for the Admission Authority to sort every application into ranked order by applying the oversubscription criteria set out in section 5.2 of the Admission Arrangements published by the Lighthouse Schools Partnership. Completed SIFs which are received on time will be considered as part of this exercise.</p>	
Part 2	Completing this Supplementary Information Form	
	<p>The oversubscription criteria which require qualifying evidence are set out in Part 6 of this Supplementary Information Form. You should clearly indicate those that apply for your child.</p> <p>Ensure that the SIF is fully completed and that dates are entered and signatures are provided where required.</p>	
Part 3	Submitting this Supplementary Information Form	
	<ul style="list-style-type: none"> • <i>For admission applications made as part of the 'normal' admissions-round, (the local authority Starting or Transferring school process for September 2018):</i> The <u>Admission Application Form</u> must be submitted to the 'home' local authority by 23:59 hours on 15 January 2018 and this Supplementary Information Form must be submitted <u>to the preferred school</u> by the same date. • <i>For In-Year applications relating to a place required during the school year (In-Year admissions process):</i> This Supplementary Information Form must be submitted directly to the preferred school <u>with the Admission Application Form</u>. 	
Part 4	Declaration	
	<p>I confirm that the child named in Part 5 of this Supplementary Information Form satisfies the indicated criterion/criteria. I understand that an offer of a school place may be withdrawn where this claim is found to be misleading or false and that by signing this declaration, I grant the Admission Authority permission to seek further confirmation where it is deemed necessary to do so.</p>	
Applicant to print his/her name and sign below		Date

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Part 5 The Child who is the subject of this Supplementary Information		
First Name	Middle Name	Last Name
Date of Birth: dd/mm/yyyy		
Home address		

Part 6	The oversubscription Criterion	Tick if applicable
Criterion 4	Children who attend a 'Church of England' Church and have done so at least once per month in the twelve months prior to submitting the admission application.	

Criterion 5	Children who attend a Church or place of Christian Worship other than 'Church of England' and have done so at least once per month in the twelve months prior to submitting the admission application.	
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Declaration by the Vicar, Priest or Church official to confirm that the child named on this SIF fully satisfies the requirements of criterion 4 or criterion 5
<p>I have consulted the Church leadership team and can confirm that</p> <p>..... (enter the child's name)</p> <p>attends Church or place of Christian worship and has done so for at least <u>once per month for the last twelve months</u></p> <p>Signed..... Print Name.....</p> <p>Position.....</p> <p>Date.....</p> <p>Telephone/email contact details:</p>

