



Holy Family Catholic Primary School

A Catholic School in the Diocese of Arundel and Brighton

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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 or the children of staff criterion, 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 Addlestone parish? 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: the original Certificate of Baptism/Reception into the Church must be provided to support this application.**DECLARATION BY PARENT/CARER:****I, the Parent/Carer (of the child for whom the application is being made) am a frequent and regular attender* at Sunday Mass** (note: includes Saturday evening Vigil Mass)

Yes

☐

No

☐*** i.e at least 3 times a month over at least one year prior to the closing date for applications.***If 'YES', my signature at the end of the form confirms this as a true statement.*

Parish(es) where the parent/carers worships:

If you have answered 'Yes' to the statement regarding frequent and regular Mass attendance, for at least one year prior to the closing dates for applications, please ask the priest(s) at the parish(es) where you worship to verify the statement and to sign/stamp the box below.**NOTE: This box to be completed by priest(s) only**

I/We certify that _____ has signed this self-declaration form and that the information he/she has given concerning their religious practice is accurate to the best of my knowledge.

Please comment, if appropriate, only to clarify the Mass attendance: _____

Name of Parish Priest(s): _____

Signature of Parish Priest(s): _____

Date:

 / /

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

****** NOTE:** The governing body of Holy Family Catholic Primary School has agreed the following statement in order to clarify how its faith-based oversubscription criteria will be interpreted whilst churches are closed or attendance at church is not possible due to COVID19. This statement has been shared widely with local parishes in order to ensure that determinations made by parish priests concerning regular practice of the faith are being made on a consistent basis.

The suspension of the obligation to attend Sunday Mass was announced on 18th March 2020 by the Bishops' Conference of England and Wales. If a parent/carers attended Mass at a certain frequency at a particular parish (or parishes) prior to 18th March 2020 then they will be considered to have attended Mass in that parish (or parishes) at the same frequency since that time. This will remain the case until the Sunday obligation is reintroduced by the Bishops.

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. 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 **Holy Family Catholic Primary School, Addlestone** 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 Holy Family: _____ Oversubscription Criterion No. I am 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 n.*), 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
- ☐ My parish priest has signed/dated the correct section of the form (for Catholic applicants)
- ☐ I have enclosed, where applicable, the original:
 - ☐ 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)
 - ☐ Proof of address – see Admission Policy for documents accepted.

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 Holy Family Catholic Primary School, Ongar Hill, Addlestone, Surrey KT15 1BP.

Reminder:

The closing date for return of this form for a Reception Year place for September 2023 is: **15 January 2023.**

Note: For further information on the way we use your data, please see the Xavier Catholic Education Trust Privacy Notice. This can be found on the Xavier Catholic Education Trust website in The About section under the list of Central Policies and Financial statements.