

Information for Parents

Admission to Secondary School in September 2023

Appendix 2

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

*VA = Church Voluntary Aided School

VC = Church Voluntary Controlled School

A = Academy



St Philip Howard
CATHOLIC SCHOOL

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 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 Year 7 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 **31 October 2022**.
- 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**Student Details**Surname Forenames (in full) Date of birth: / / Does the child attend a deanery feeder school? (see *note m.* of the Admissions Policy) Yes No Name of deanery feeder school Child's Home
Address Post Code: Is the child resident in the Cathedral deanery or in the Billingshurst parish? Yes No (see *note h.* of the Admissions Policy)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 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.**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 **OR****My Child** (for whom the application is being made) **is 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/carer or child worship:

If you have answered 'Yes' to the statement regarding frequent and regular Mass attendance, please ask the priest(s) at the parish(es) where you or your child 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/our 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 St Philip Howard Catholic 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/carer 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/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.

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 8) 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 2023, the evidence should be received by the closing date for applications of 31 October 2022. 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 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:

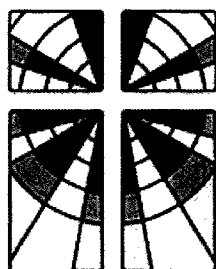
- I have fully completed this Supplementary Information Form
- My parish priest has signed/dated the correct section of the form (for Catholic applicants)
- I have enclosed, where applicable, a copy of:
 - Certificate of Baptism in a Catholic Church (for Catholic applicants) or
 - Certificate of Reception 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)
 - 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 Secretary at St Philip Howard Catholic School, Elm Grove South, Barnham, PO22 0EN.

Reminder: The closing date for return of this form for a Year 7 place for September 2023 is: **31 October 2022.**



**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 2023-24

Important note to Parent/Carer:

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- 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 1* of Admissions Policy) Yes No

Name of deanery feeder school

Child's Home

Address

Is the child resident in the St Paul's Catchment Area? Yes No

(i.e. within the parishes of Burgess Hill & Keymer, Haywards Heath, Lewes, Uckfield with Herons Ghyll, Newhaven & Peacehaven, Seaford, Henfield, West Grinstead (the parish boundary before it joined with Horsham parish)).

(See 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 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.**DECLARATION BY PARENT/CARER:****I, the Parent/Carer** (of the child for whom the application is being made) ...

Yes

No

OR**My Child** (for whom the application is being made) ...

Yes

No

... attend Sunday Mass (note: includes Saturday evening Vigil Mass) **at least once a month and have done so for at least one year prior to the closing date for applications.**

If 'YES', my signature at the end of this form confirms this as a true statement.

Parish(es) where the parent/carer or child worship:

If you have answered 'Yes' to the statement regarding attendance at Mass at least once a month for at least one year prior to the closing date for applications, please ask the priest(s) at the parish(es) where you or your child 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 Mass attendance is accurate to the best of my/our 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 St Paul's Catholic College 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.

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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.

Children with Exceptional and Compelling Needs:

Parents/carers wishing to have an Exceptional and Compelling Need considered with their application (criterion 2 or criterion 10 of the policy) 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 to the school office and a receipt received). For entry into Year 7 in September 2023, the evidence should be received by the closing date for applications of 31 October 2022. Please also refer to *note m.* 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)
 - 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)

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 2023 is: **31 October 2022.**

Annex 3

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:

- (c) 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*
- (d) 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 must 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	
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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
<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>Hollington Primary Academy</u>	<u>office@hollingtonprimaryacademy.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>

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 2023 or *(delete as appropriate)*
Application for In Year admission into Year 7 / 8 / 9 / 10 / 11 (please circle) during academic year 2023-2024

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 House name/number:	Street:
Area/village:	Postal Town:
County:	Postcode:
Home Telephone:	Local Authority for this address:

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

Surname:	Title:
Forename:	Relationship to pupil:
Does this person have Parental Responsibility? YES / NO	
Daytime telephone:	Mobile telephone:
Email address:	
Surname:	Title:
Forename:	Relationship to pupil:
Does this person have Parental Responsibility? YES / NO	
Daytime telephone:	Mobile telephone:
Email address:	
Pupil's Present School:	
Does he/she have any brothers or sisters who will be attending Bishop Luffa School at the time of admission? YES / NO	
If so, which Year(s) and House will the sibling be in (at time of admission):	

Of which Christian denomination, if any, are you a member?	
What Church or Chapel do you attend or are you associated with?	
Are you on your Church's Electoral Roll or its equivalent? YES/NO	
<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 the admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship".</i>	
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 25 November 2022	
Title and Initials:	Surname:
House Name/Number:	Street:
Area/village:	Postal Town:
County and 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 25 November 2022	
Title and Initials:	Surname:
House Name/Number:	Street:
Area/village:	Postal Town:
County and Postcode:	Email address:
Please attach if necessary, any information which may be relevant to this application. <i>Applicants for Category C 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>	
DOES YOUR CHILD HAVE A CURRENT EHCP? (section 3.5(7) of the Admissions Arrangements 2023)	YES / NO
IS YOUR CHILD 'LOOKED AFTER' OR 'WAS PREVIOUSLY LOOKED AFTER'? (section 3.5(6) of the Admissions Arrangements 2023)	YES / NO
Are you a member of staff at Bishop Luffa School who has been employed on a permanent contract for at least two years? (section 3.5(8) of the Admissions Arrangements 2023)	YES / NO
Signed:	Date:
REMINDER – HAVE YOU ARRANGED FOR A CHURCH SUPPORT FORM TO BE COMPLETED?	
TO BE RETURNED TO THE SCHOOL BY 31 OCTOBER 2022 (SECONDARY TRANSFER APPLICATIONS ONLY)	
TO: MRS GILL COOPER, ADMISSIONS, BISHOP LUFFA SCHOOL, WESTGATE, CHICHESTER, PO19 3HP	

FOR OFFICE USE ONLY				DATE STAMP				
EHCP		O/PDA						
CLA/PCLA/SGO		CSF						
Staff		Parish						
Sibling		Other						
Category	1	2	3	4	5	6	7	AGREED



Hazelwick School

An Academy

Headteacher: Ms A Fearon BA (Hons) MA NPQH

Chair of Governors: Mrs R Bowron

SUPPLEMENTARY INFORMATION FORM FOR ADMISSION IN 2023/2024

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

SUPPLEMENTARY INFORMATION FORMS

For Year 7 September 2023 Entry

The School has four Supplementary Information Forms (one general form and three reference forms) and asks that you complete the appropriate two forms online by following the relevant links below:

[HTS Supplementary Information Form 2022](#) **WHITE** Form Criteria 2,3,6,7,8,9,10

[Christian Commitment Form 2022](#) **PINK** Reference Form Criteria 2,3,6,7

[Other Religious Commitment Form 2022](#) **BLUE** Reference Form Criteria 8,9

[Basketball Reference Form 2022](#) **ORANGE** Reference Form Criteria 10



THE HOLY TRINITY CHURCH OF ENGLAND SECONDARY SCHOOL

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

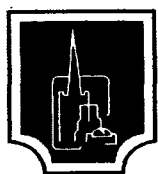
SUPPLEMENTARY INFORMATION FORM (SIF) FOR ADMISSION TO YEAR 7 SEPTEMBER 2023

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 2022.

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 Female
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 YES
Do the parents attend a place of Christian worship less than fortnightly but at least monthly?	NO YES
<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 CRITERION 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 YES
COMPLETE THIS SECTION IF APPLYING IN CRITERIA 8 OR 9 (BLUE REFERENCE)	
Do the parents attend a place of worship at least fortnightly?	NO YES
Do the parents attend a place of worship less than fortnightly but at least monthly?	NO YES
<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 YES
<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 _____	



THE HOLY TRINITY CHURCH OF ENGLAND SECONDARY SCHOOL

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

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

1 In what capacity 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 2020 (Excluding the lockdown period for Covid-19).

At least fortnightly	<input type="checkbox"/>
-------------------------	--------------------------

At least monthly	<input type="checkbox"/>
---------------------	--------------------------

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 2022.**

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

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

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 In what capacity 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 1 September 2020 (Excluding the lockdown period for Covid-19).

At least fortnightly	<input type="checkbox"/>	At least monthly	<input type="checkbox"/>
----------------------	--------------------------	------------------	--------------------------

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 2022.



THE HOLY TRINITY CHURCH OF ENGLAND SECONDARY SCHOOL

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

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

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 2022.**

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

THANK YOU VERY MUCH FOR COMPLETING THIS FORM.



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 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 Year 7 Admission in the normal admissions round for the Year 2023-24, 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 2022**.
- For an In-Year Admission in the Year 2023-24, 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 parish? 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 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 2022: _____

Name of student: _____ Year Group in September 2022: _____

Name of student: _____ Year Group in September 2022: _____

Applications for Catholic children - evidence required:

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

Date of Baptism / / Parish where child baptised

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

Applications from Catechumens or Candidates for Reception - evidence required:

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

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

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

Applications for children of other Christian denominations - evidence required:

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

Applications for children of other faiths - evidence required:

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

Application Declaration (to be signed by parent/carer)

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

*I have completed and returned (either online or by post) the Local Authority Common Application Form (CAF) to the Local Authority showing **St Wilfrid's Catholic 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)
 - 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: 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 2023 is: **31 October 2022.**



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

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

Parent / Carer signature:.....

Parent / Carer name:.....

Parent / Carer contact telephone number:

Date:

Email address:

Once completed this form should be sent to:

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

Email: info@the-gatwickschool.org.uk Tel: 01293 538779

WARDEN PARK SECONDARY ACADEMY

SUPPLEMENTARY INFORMATION FORM FOR ADMISSION IN 2023/4

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	

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)	
1st parent	1st parent	
2nd parent (if appropriate)	2nd parent (if appropriate)	
Date:	Date:	

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

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

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

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 to Steyning Grammar School 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.



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 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 Year 7 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 **31 October 2022**.
- 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

Student Details

Surname

Forenames (in full)

Date of birth:

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

Yes

No

Name of deanery 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.

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.

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 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 2023, the evidence should be received by the closing date for applications of 31 October 2022. 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)
 - 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 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 2023 is: **31 October 2022.**

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

**SUPPLEMENTARY INFORMATION FORM
DAVISON CE (CONTROLLED) HIGH SCHOOL FOR GIRLS
SUPPLEMENTARY INFORMATION FORM - YEAR 7 2023 ENTRY**

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

Box A (To be completed by Parent)

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

Box B (To be completed by Minister)

<p>Name of Church and Address:.....</p> <p>Name of Minister:.....</p> <p>Telephone Number/E-mail address:.....</p> <p>I, understand that that by signing this form, I confirm:</p> <p>1) the parent(s) of the above-named child have attended church at least once monthly in the last two years. This will take into account the church closures during the Covid 19 lockdown where church attendance was not possible.</p> <p>And</p> <p>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.</p> <p>Signed Position</p> <p>Date</p>

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 2022 to:

Pupil Admissions Office
Durrington Bridge House
Floor 3
Barrington Road
Worthing
BN12 4SE

<mailto:admissions.south@westsussex.gov.uk>

SEPTEMBER 2023 - 2024 ADMISSIONS – Supplementary Information

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 2022). 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 2022.