

**Information for Parents**

**Starting School in September 2023**

**Appendix 2**

**(South Schools)**

## South Schools by Town which use a Supplementary Information Form (SIF)

Town	School Name	SIF
Angmering	St Margaret's CE Primary School	Yes
Angmering	St Wilfrid's Catholic Primary School	Yes
Arundel	Arundel CE Primary School	Yes
Arundel	St Philip's Catholic Primary School	Yes
Ashurst	Ashurst CE Primary School	Yes
Bognor Regis	Nyewood CE Infant School	Yes
Bognor Regis	St Mary's Catholic Primary School	Yes
Bury	Bury CE Primary School	Yes
Chichester	Rumboldswyke CE Primary School	Yes
Chichester	St Richard's Catholic Primary School	Yes
Clapham	Clapham & Patching CE Primary School	Yes
Clymping	St Mary's CE Primary School	Yes
Felpham	Bishop Tufnell CE Primary School	Yes
Findon	St John The Baptist CE Primary School	Yes
Henfield	St Peter's CE Primary School	Yes
Littlehampton	St Catherine's Catholic Primary School	Yes
Shoreham	St Nicolas & St Mary's CE Primary School	Yes
Shoreham	St Peter's Catholic Primary School	Yes
Westhampnett	The March CE Primary School	Yes
Worthing	Broadwater CE Primary School	Yes
Worthing	English Martyrs Catholic Primary	Yes
Worthing	Goring CE Primary School	Yes
Worthing	Heene CE Primary School	Yes
Worthing	St Mary's Catholic Primary School	Yes



*Learning God's Way*

Headteacher: Mr M Jee

01903 785416

[school@stmargaretsprimary.org.uk](mailto:school@stmargaretsprimary.org.uk)

[stmargaretsprimary.org.uk](http://stmargaretsprimary.org.uk)

**SUPPLEMENTARY FORM FOR CHILDREN APPLYING TO ST MARGARET'S CE  
PRIMARY SCHOOL FOR SEPTEMBER INTAKE UNDER A CHURCH CATEGORY**

It is the responsibility of parents to provide evidence of church attendance when applying to St Margaret's CE Primary School under a church category (categories C, G and H).

Please complete this form and pass on to the leader of your church who can then complete and forward it to School.

In the absence of this information you cannot be considered under a church category for admission.

Name of Child:

Date of Birth:

Name of Church attended:

Contact name and number:

Level of commitment (weekly, fortnightly etc.):

To the Church Leader: On a separate sheet, please comment upon the attendance at church of the family of the above named child, stating whether they have been attending at least twice a month over the past year.

Name \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

St Margaret's C.E. Primary School, Arundel Road, Angmering, West Sussex, BN16 4LP

*To develop a life-long love of learning; to grow spiritually and reflect Jesus in our words and action; to foster self-respect and love for others;  
to provide opportunities for ALL to flourish; to serve our community; to prepare and equip for an ever-changing world.*





# St Wilfrid's Catholic Primary School

*A Catholic School in the Diocese of Arundel and Brighton*

Arundel Road, Angmering, West Sussex BN16 4JR

Telephone: 01903 782188

Email: [admin@stwilfridsang.co.uk](mailto:admin@stwilfridsang.co.uk)

[www.stwilfridsangmering.co.uk](http://www.stwilfridsangmering.co.uk)

## SUPPLEMENTARY INFORMATION FORM

### For admission in 2023-24

#### Important note to Parent/Carer:

- If you are expressing a preference for a place for your child at this school and wish to apply in connection with one of the faith criteria, you should complete this Supplementary Information Form (SIF).
- If you do not complete the SIF and return it to the school with all supporting documents by the closing date, your child may not be placed in the appropriate faith criterion. This is likely to affect your child's chance of being offered a place.
- For a Reception Year Admission in the normal admissions round for the Year **2023-24**, the completed SIF, together with all supporting documents, should be returned to the school by **15 January 2023**.
- For an In-Year Admission in the Year **2023-24**, the completed SIF, together with all supporting documents, should be returned to the school as soon as possible.
- If you are applying to more than one Catholic school, you will need to fill out a separate SIF for each school.
- You **must** also complete the local authority Common Application Form (CAF). The SIF is not valid without the CAF.

**PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS****Child Details**Surname Forenames (in full) Gender Boy  Girl  Date of birth:  /  / Child's Home Address  Post Code: Is the child resident in the parish of East Preston with Angmering or Rustington? Yes  No (Zoomable maps of the parishes are available at: [www.abdiocese.org.uk/education/find-a-school](http://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 

**A** **Brothers/Sisters:** When completing the Local Authority's Common Application Form (CAF), it is important that you provide details of any brothers and sisters who will be attending this school at the proposed time of admission. If this information is not provided on the CAF, the governors may not be able to place the application within the correct criteria. As a 'back-up mechanism', if you would also like to confirm to governors here (**NB this is optional**), that there will be a brother/sister at the school at the time of admission, please list below the Name(s)/Year Group(s) of the brother(s) &/or sister(s):

Name of child: \_\_\_\_\_ Year Group: \_\_\_\_\_

Name of child: \_\_\_\_\_ Year Group: \_\_\_\_\_

Name of child: \_\_\_\_\_ Year Group: \_\_\_\_\_

**Applications for Catholic children - evidence required:**

My child is a Baptised Catholic or has been received into the Church

Yes  No 

Date of Baptism

Parish where child baptised

**Note:** A copy of the Certificate of Baptism/Reception into the Church must be included with this application.**Applications from Catechumens or Candidates for Reception - evidence required:**

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

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

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

**Applications for children of other Christian denominations - evidence required:**

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

**Applications for children of other faiths - evidence required:**

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

**Application Declaration (to be signed by parent/carer)**

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

*I have completed and returned (either online or by post) the Local Authority Common Application Form (CAF) to the Local Authority showing **St. Wilfrid's Catholic Primary School, Angmering** as one of my preferred schools*

Yes  No

*I confirm that I have read and understood the Admissions Policy and that the information I have given on this form is accurate and truthful. I understand that I must notify the school immediately if there is a change to these details and that should any information I have given prove false, the Governors may withdraw any offer of a place, even if the child has already started at the school. (An example of false information would be the use of an address that is not the child's normal residence).*

Signed:

Parent/Carer Signature: \_\_\_\_\_

Print full name Mr/Mrs/Miss/Ms/Dr: \_\_\_\_\_

Date:

**IMPORTANT CHECKLIST:**

- I have fully completed this Supplementary Information Form
- I have enclosed, where applicable, a copy of:
  - Certificate of Baptism in a Catholic Church (for Catholic applicants) or
  - Certificate of Reception into Full Communion with the Catholic Church (for Catholic applicants)
  - Confirmatory letter from the priest (for applications from Catechumens)
  - Confirmatory letter from the priest (for applications from Candidates for Reception)
  - Letter from priest and certificate of Baptism / Reception (for members of an Orthodox Church)
  - Letter from minister of religion confirming membership of other Christian denomination (for members of other Christian denominations)
  - Letter from faith leader confirming membership of other faith (for members of other faiths)

**Additional Note for Catholic applicants:**

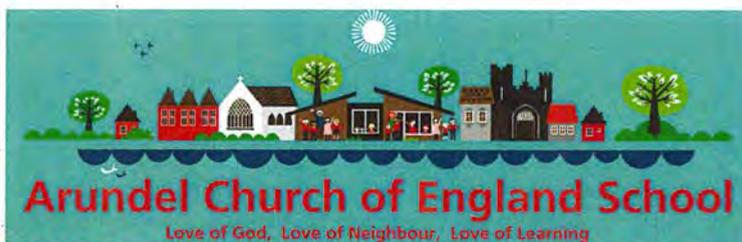
The School may request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was baptised or received into the Catholic Church e.g. where the name and address of the church is not on the certificate or where the name of the church does not state whether it is a Catholic church or not. Those who have difficulty obtaining written evidence of baptism or reception into the Church should contact their parish priest.

**When you have completed this form please return it (together with supporting documentation, if applicable) to: The Admissions Manager (Mrs M Feest) at St Wilfrid's Catholic Primary School, Arundel Road, Angmering, West Sussex BN16 4JR**

**Reminder:**

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

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



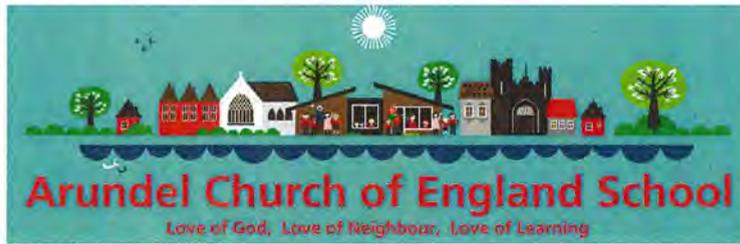
**Application Form for Arundel Church of England Primary School**

<b>Child's Details:</b>	
Surname:	Forename:
Middle Name(s)	Date of Birth:
Boy or Girl:	
Address:	
Post Code:	
Home Telephone No.:	

<b>Mother's Details:</b>	
Surname:	Forename:
Address ( <i>if different from child's</i> ):	
Post Code:	
Home Telephone No.:	

<b>Father's Details:</b>	
Surname:	Forename:
Address ( <i>if different from child's</i> ):	
Post Code:	
Home Telephone No.:	

<b>Please give detail for your application (e.g. moving into area, siblings, starting school):</b>



<b>Previous Nursery/Playschool/School:</b>
<b>Requested date or term of admission:</b>

<b>Requested date or term of admission:</b>
<b>Names &amp; dates of birth of siblings already attending Arundel CofE (Aided) Primary:</b>
Name..... Date of Birth: .....
Name: ..... Date of Birth: .....
Name: ..... Date of Birth: .....

<b>Please state under which category you wish to make your application. Please circle one category only:-</b>							
1	2	3	4	5	6	7	8

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

Signed: .....

Parent/Guardian Date: .....

If you wish your application to be considered under category 2 or 5, please pass this form to Father David Twinley of St Nicholas Church, Arundel for verification. If in the case of category 6, please pass to your priest for verification.\*

I can/cannot confirm that this family has regularly attended the Church of St Nicholas Arundel for a minimum of one day per month for a minimum of six months prior to application.

.....

Signed: .....

Print Name: ..... Date: .....

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



# St Philip's Catholic Primary School

*A Catholic School in the Diocese of Arundel and Brighton*

London Road, Arundel, West Sussex, BN18 9BA

Telephone: 01903 882115

Email: [office@st-philips.w-sussex.sch.uk](mailto:office@st-philips.w-sussex.sch.uk)

[www.stphilipsarundel.org.uk](http://www.stphilipsarundel.org.uk)

## SUPPLEMENTARY INFORMATION FORM

### For admission in 2023-24

#### Important note to Parent/Carer:

- If you are expressing a preference for a place for your child at this school and wish to apply in connection with one of the faith criteria, you should complete this Supplementary Information Form (SIF).
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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**

<b>Child Details</b>	
Surname	<input type="text"/>
Forenames (in full)	<input type="text"/>
Date of Birth	<input type="text" value="/"/> <input type="text" value="/"/> <input type="text"/>
Child's Home Address	<input type="text"/>
	<input type="text"/>
	<input type="text" value="Post Code:"/>
Is the child resident in the parish of Arundel or Storrington?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<small>(Zoomable maps of the parishes are available at <a href="http://www.abdiocese.org.uk/education/find-a-school">www.abdiocese.org.uk/education/find-a-school</a>)</small>	
Home Telephone Number	<input type="text"/>
Proposed Date of Admission	<input type="text"/>

<b>Parent/Carer details</b>	
Name (in full)	<input type="text"/>
Address (if different from child)	<input type="text"/>
Contact telephone number(s)	<input type="text"/>
Email Address	<input type="text"/>
<p><b>Brothers/Sisters:</b> 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 (<b>NB this is optional</b>), 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) &amp;/or sister(s):</p>	
Name of child:	<input type="text"/> Year Group: <input type="text"/>
Name of child:	<input type="text"/> Year Group: <input type="text"/>
Name of child:	<input type="text"/> Year Group: <input type="text"/>

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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:**

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*I have completed and returned (either online or by post) the Local Authority Common Application Form (CAF) to the Local Authority Showing **St Philip's Catholic Primary School, Arundel** 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
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  - Confirmatory letter from the priest (for applications from Catechumens)
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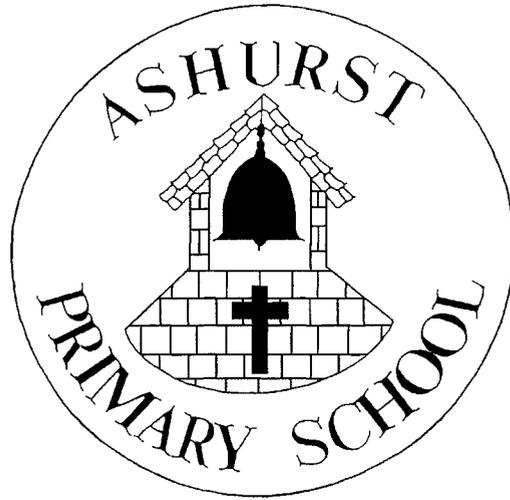
**When you have completed this form please return it (together with supporting documentation, if applicable) to:**

**The Admissions Secretary, St Philip's Catholic Primary School, London Road, Arundel, West Sussex BN18 9BA.**

**Reminder:**

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

# ASHURST C E (AIDED) PRIMARY SCHOOL



## ADMISSIONS

### SUPPLEMENTARY INFORMATION

2023-2024

FULL NAME OF CHILD: .....

DATE OF BIRTH: .....

ASHURST CE AIDED PRIMARY SCHOOL  
GOVERNORS' ADMISSIONS POLICY

CONFIDENTIAL

APPLICATION FOR ADMISSION TO ASHURST CE (AIDED) SCHOOL

Names & Address of \* Parent/s; Guardian/s; Person(s) having actual custody:

Post Code:

Telephone Number:

Names of brothers/sisters:

Date of Birth of brothers/sisters:

Please state which criterion and number you are applying under, according to the Admissions Policy, and supply any necessary supporting papers eg clergy reference (please see attached):

Signature of \*Parent(s)/Guardians/Person(s) having actual custody:

Date:

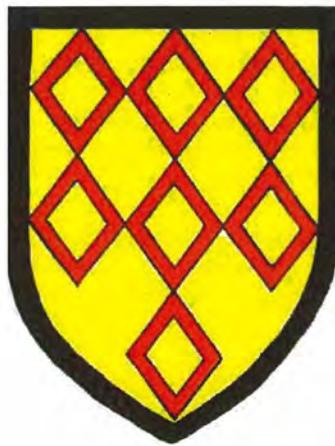
**Applications to be in by 15<sup>th</sup> January 2023.**

**The LA will inform parents of the Governors' allocation of places on/after 16<sup>th</sup> April 2023.**

Please note that for all of the above criteria, the postal address of the child will be that of the parent or parents with whom he resides.

\* Please delete where applicable.

# NYEWOOD CE INFANT SCHOOL



APPLYING FOR A PLACE  
NYEWOOD CE INFANT SCHOOL  
2023/2024

## Applying for a place at Nyewood CE Infant School

Nyewood CE Infant School is a voluntary aided Church of England School and as such the Governors are responsible for determining the admissions of pupils.

The school has an agreed admission number of 90 pupils for entry into Year R. The school will accordingly admit up to 90 pupils in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 90 or fewer apply.

If the school is oversubscribed, after the admission of pupils with a Statement of Special Educational Needs (SEN) or Education, Health and Care Plan (EHCP) where the school is named in the Statement or Plan, priority for admission will be given to those children who meet the criteria set out below, in order:

### **Oversubscription Criteria**

The following admission criteria are applied strictly in order and when making their application parents should state which number their application is based on.

1. Children who are children looked after (CLA) and all previously children looked after. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to child arrangements order or special guardianship order). (See note 1)
2. Children of parents or legal guardians with at least one parent who is a regular worshipper at the churches of • St Richard, Aldwick • St Wilfrid, Bognor • St Thomas A'Becket, Pagham • Holy Cross, North Bersted • St Mary Magdalene, South Bersted. (See note 2)
3. Children who have a sibling attending Nyewood CE Infant School at the time of admission. Sibling is defined in these arrangements as children who live as brother and sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters. (See note 3)
4. Children who will have a sibling attending the linked Nyewood CE Junior School at the time of admission. Sibling is defined in these arrangements as children who live as brother and sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters. (See note 4)
5. Children who need a place at the school on exceptional and compelling psychological or medical grounds. (See note 5)
6. Children resident within the local authority catchment area.
7. Children whose parents are regular worshippers at any other Christian church (See note 6)
8. Any other children by distance from the school, with priority for admission given to children who live nearest to the school as measured using Ordnance Survey data to plot an address in this system. Distances are measured from point data from a central point in the child's home and the school building.

Note 1, Under category 1. Evidence is required to support applications for Children Looked After or previously Children Looked After who ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). Applications for Children Looked After should be made by the relevant social worker. Applications for Children who are adopted should be supported by a copy of the new birth certificate, adoption order, child arrangements order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

Note 2, Under category 2. 'Regular' is defined as attending Sunday service at least once a month for the past 12 months. If applying under this category, please ask your parish priest for a letter to attach to this application. If the applicant has moved from another place of worship on the preceding 12 months, we also need a supporting letter from the priest or minister from the previous place of worship.

Note 3, Under category 3. It is the parent's responsibility to tell the admissions team about sibling links at the time of application.

Note 4, Under category 4. It is the parent's responsibility to tell the admissions team about sibling links at the time of application.

Note 5, Under category 5. Unless a child has a statement of SEN or EHCP naming the school, parents must provide a letter from a qualified person (usually a doctor or social worker) stating clearly why it is essential that the child attends this particular school.

Note 6, Under category 7 (i.e. a church that is a full member of Churches Together in Britain and Ireland or of the Evangelical Alliance). If applying in this category. Please ask your priest for a letter to attach to this application and state which church.

### **Admission Procedure**

The LEA and the school must receive applications for admission by the date published in the Admission Timetable in the year prior to starting school. Parents will be made aware about procedures from the Local Authority. Applications should be returned to the Local Authority and parents will be able to give up to three preferences for schools. The Local Authority will notify parents of the school place that is offered. As we are a Church Aided school, the Governors are the admission authority for allocating places and this is based strictly on the oversubscription criteria, which are detailed previously. These are only applied when the school is oversubscribed. In order to allocate places, parents will need to complete our Additional Information Form and return it to the school office.

This is in addition to the Local Authority form. Please note that your application will be affected unless both forms have been submitted.

### **Appeals Procedure**

The Governors are not permitted to exceed 30 in a class under the Government's Infant Class Size legislations. Additional children may be admitted under limited exceptional circumstances as defined in the School Admission Code 2014. Parents who do not get a preferred place at the school have a 'Right of Appeal'. An independent panel hears all appeals. Parents wishing to exercise this right should write to the Clerk to Governors c/o the school within the following dates.

Parents will have 20 school days, following notification of refusal of a place, to lodge an appeal to an independent panel. Parents will receive at least 10 school days' notice of the appeal hearing;

For applications made in the normal admissions round, appeals will be heard within 40 school days of the deadline for lodging appeals;

For late applications, appeals should be heard within 40 school days from the deadline for lodging appeals where possible, or within 30 school days of the appeal being lodged;

Parents wishing to appeal should write to the Clerk to the Governing Body c/o Nyewood CE Infant School, Brent Road, Bognor Regis, West Sussex, PO21 5NW or apply online at: <https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/school-appeals/> or in writing to West Sussex County Council at the address detailed below.

The timescales are set out in the Appeals Timetable which is published on the school website [www.nyewood-inf.w-sussex.sch.uk](http://www.nyewood-inf.w-sussex.sch.uk).

### **Important Information**

Those who are not successful in obtaining a place may, if they wish, have their application placed on a waiting list. As vacancies arise, applications on file, together with late applications, will be offered places in priority according to the admissions criteria and not according to the date of application or the date being entered onto the waiting list. Children Looked After, previously looked after children and those allocated a place in accordance with a Fair Access Protocol will take precedence over those on the waiting list.

Following the offer of a place at our school, we shall write to you with more information and ask you to confirm your acceptance of a place in writing within 20 school days from the date on the letter.

- All children will be offered full time education in the September following their fourth birthday
- A child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made: and
- Where the parents wish, the child may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Parents may seek a place for their child outside of their normal age group. In addition, parents of a child born between 1 April and 31 August (summer born) may choose not to send that child to school until the September following their fifth birthday and may request they are admitted out of their normal age group, which is to Year R instead of Year 1. Parents' requests should be received in writing at the time of application.

Admissions for children coming from overseas will be treated in accordance with European law or Home office rules for non-European Economic Area nationals.

Department for Education 2014 School Admission Code and the 2012 School Admission Appeals Code.

WE APPLY FOR ADMISSION OF OUR CHILD IN THE CATEGORY TICKED ON THE PRECEDING PAGE.

Christian Name \_\_\_\_\_ Middle  
name \_\_\_\_\_

Legal Surname \_\_\_\_\_

Preferred Forename (if different)  
\_\_\_\_\_

Date of Birth \_\_\_\_\_ Gender \_\_\_\_\_

Proposed month of admission  
\_\_\_\_\_

Parent/Carer name \_\_\_\_\_

Current Home Address  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_ Home Telephone  
\_\_\_\_\_

Mobile Number  
\_\_\_\_\_

**Siblings:**

Will there be any siblings attending Nyewood CE Infant School at the date of admission for the above child?

Yes / No\*      delete as appropriate



# St Mary's Catholic Primary School

*A Catholic School in the Diocese of Arundel and Brighton*

Glamis Street, Bognor Regis, West Sussex, PO21 1DJ

Telephone: 01243 822287

Email: [office@stmarysbognor.co.uk](mailto:office@stmarysbognor.co.uk)

[www.st-marys-bognor.co.uk](http://www.st-marys-bognor.co.uk)

## SUPPLEMENTARY INFORMATION FORM

### For admission in 2023-24

#### Important note to Parent/Carer:

- If you are expressing a preference for a place for your child at this school and wish to apply in connection with one of the faith criteria, you should complete this Supplementary Information Form (SIF).
- If you do not complete the SIF and return it to the school with all supporting documents by the closing date, your child may not be placed in the appropriate faith criterion. This is likely to affect your child's chance of being offered a place.
- For a Reception Year Admission in the normal admissions round for the Year 2023–24, the completed SIF, together with all supporting documents, should be returned to the school by **15<sup>th</sup> January 2023**.
- For an In-Year Admission in the Year 2023–24, the completed SIF, together with all supporting documents, should be returned to the school as soon as possible.
- If you are applying to more than one Catholic school, you will need to fill out a separate SIF for each school.
- You **must** also complete the local authority Common Application Form (CAF). The SIF is not valid without the CAF.

## PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS

**Child Details**Surname Forenames (in full) Date of birth: Child's Home Address  Post Code: Is the child resident in the parish of Bognor Regis and Slindon? Yes  No (For zoomable map of the parish see link: [www.abdiocese.org.uk/education/find-a-school](http://www.abdiocese.org.uk/education/find-a-school) )Home Telephone Number Proposed Date of Admission **Parent/Carer details**Name (in full) Address  
(if different  
from child) Contact  
telephone  
number(s) Email  
Address 

**Brothers/Sisters:** When completing the Local Authority's Common Application Form (CAF), it is important that you provide details of any brothers and sisters who will be attending this school at the proposed time of admission. If this information is not provided on the CAF, the governors may not be able to place the application within the correct criteria. As a 'back-up mechanism', if you would also like to confirm to governors here (**NB this is optional**), that there will be a brother/sister at the school at the time of admission, please list below the Name(s)/Year Group(s) of the brother(s) &/or sister(s):

Name of child: \_\_\_\_\_ Year Group: \_\_\_\_\_

Name of child: \_\_\_\_\_ Year Group: \_\_\_\_\_

Name of child: \_\_\_\_\_ Year Group: \_\_\_\_\_

**Applications for Catholic children - evidence required:**

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

Date of Baptism  /  /  Parish where child baptised

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

Present Parish \*\*\*:

**The application should be supported by the Parish Priest's signature and stamp. Please ask your Parish Priest to sign/stamp the box below \*\*\***

**NOTE: This box to be completed by priest(s) only**

Name of Parish Priest(s): \_\_\_\_\_

Signature of Parish Priest(s): \_\_\_\_\_

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

\*\*\* *The priest concerned would be the priest where the parent/carer normally worship or, if they do not practise their faith by attending Mass, the parish priest of the parish in which they are resident.*

**Applications from Catechumens or Candidates for Reception - evidence required:**

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

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

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

**Applications for children of other Christian denominations - evidence required:**

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

**Applications for children of other faiths - evidence required:**

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

**Application Declaration (to be signed by parent/carer)**

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

*I have completed and returned (either online or by post) the Local Authority Common Application Form (CAF) to the Local Authority showing **St Mary's Catholic Primary School, Bognor** as one of my preferred schools*

Yes  No

*I confirm that I have read and understood the Admissions Policy and that the information I have given on this form is accurate and truthful. I understand that I must notify the school immediately if there is a change to these details and that should any information I have given prove false, the Governors may withdraw any offer of a place, even if the child has already started at the school. (An example of false information would be the use of an address that is not the child's normal residence).*

Signed:

Parent/Carer Signature: \_\_\_\_\_

Print full name Mr/Mrs/Miss/Ms/Dr: \_\_\_\_\_

Date:

**IMPORTANT CHECKLIST:**

- I have fully completed this Supplementary Information Form
- My parish priest has signed/dated the correct section of the form (for Catholic applicants)
- I have enclosed, where applicable, a copy of:
  - Certificate of Baptism in a Catholic Church (for Catholic applicants) or
  - Certificate of Reception into Full Communion with the Catholic Church (for Catholic applicants)
  - Confirmatory letter from the priest (for applications from Catechumens)
  - Confirmatory letter from the priest (for applications from Candidates for Reception)
  - Letter from priest and certificate of Baptism / Reception (for members of an Orthodox Church)
  - Letter from minister of religion confirming membership of other Christian denomination (for members of other Christian denominations)
  - Letter from faith leader confirming membership of other faith (for members of other faiths)

**Additional Note for Catholic applicants:**

The School may request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was baptised or received into the Catholic Church e.g. where the name and address of the church is not on the certificate or where the name of the church does not state whether it is a Catholic church or not. Those who have difficulty obtaining written evidence of baptism or reception into the Catholic Church should contact their parish priest.

**When you have completed this form please return it (together with supporting documentation, if applicable) to: The Admissions Manager at St Mary's Catholic Primary School, Glamis Street, Bognor Regis, PO21 1DJ**

**Reminder:**

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



<b>SUPPLEMENTARY INFORMATION FORM BURY C OF E SCHOOL</b>	
Parents should fill in this form when applying for a place at the school and should ensure that they have a copy of the admission policy prior to completing the form and returning it to the school by the closing date for admission applications.	
<b>Pupil Information:</b>	
Surname of child:	Other Name(s):
Date of birth:	
Name of parent(s)/guardian(s):	
Home address:	
Home telephone:	Daytime telephone (if different):
Name and denomination of church which family attends, length of attendance and frequency:	
Name of Church of England Parish in which you live:	
Name of Minister (who can confirm your church/ attendance):	
Address of Minister:	
NB: If you have moved recently, please give the name & address of your previous minister.	
Signed: (Parent/guardian)	Date:
<b>CLERGY REFERENCE</b>	
The parents/guardians of the child named above have applied for a place at this school and have given your name as a referee. Would you kindly complete this form and return it to the family?	
Is your church Anglican? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If no, is your church either a full or associate member of the Churches Together in Britain and Ireland or the Evangelical Alliance? - Full member/associate member	
Have the family worshipped at your church for 6 months? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<i>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".</i>	
Do they attend church worship at least fortnightly? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Signed: (Minister)	Date:

NB In the event of an appeal, the information used on this form may be submitted to the panel as evidence.

**CONFIDENTIAL - RUMBOLDSWHYKE PRIMARY 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 Reception place September 2023 or

*(delete as appropriate)*

Application for In Year admission into Year 1 / 2 / 3 / 4 (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 Rumboldswwhyke Primary School at the time of admission? YES / NO	
If so, which Year Group 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	
<b><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></b>	
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 31 <sup>st</sup> January 2023	
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 31 <sup>st</sup> January 2023	
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 A(ii) 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 Rumboldswyke School.</i>	
DOES YOUR CHILD HAVE A CURRENT EHCP? (section A(ii) of the Admissions Arrangements 2023)	YES / NO
IS YOUR CHILD 'LOOKED AFTER' OR 'WAS PREVIOUSLY LOOKED AFTER'? (section A(i) of the Admissions Arrangements 2023)	YES / NO
Are you a member of staff at Bishop Luffa Learning Partnership who has been employed on a permanent contract for at least two years? (section C of the Admissions Arrangements)	YES / NO
Signed:	Date:
<b>REMINDER – HAVE YOU ARRANGED FOR A CHURCH SUPPORT FORM TO BE COMPLETED?</b>	
<b>TO BE RETURNED TO THE SCHOOL BY 15<sup>th</sup> January 2023 (RECEPTION APPLICATIONS ONLY)</b>	
<b>TO: RUMBOLDSWHYKE ADMISSIONS, BISHOP LUFFA SCHOOL, WESTGATE, CHICHESTER, PO19 3HP</b>	

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



# St Richard's Catholic Primary School

*A Catholic School in the Diocese of Arundel and Brighton*

Cawley Road, Chichester, West Sussex PO19 1XB

Telephone: 01243 784549 Fax: 01243 530646

Email: [office@strichardsprimary.co.uk](mailto:office@strichardsprimary.co.uk)

[www.strichardsprimary.co.uk](http://www.strichardsprimary.co.uk)

## SUPPLEMENTARY INFORMATION FORM

### For admission in 2023-24

#### Important note to Parent/Carer:

- If you are expressing a preference for a place for your child at this school and wish to apply in connection with one of the faith criteria, you should complete this Supplementary Information Form (SIF).
- If you do not complete the SIF and return it to the school with all supporting documents by the closing date, your child may not be placed in the appropriate faith criterion. This is likely to affect your child's chance of being offered a place.
- For a Reception Year Admission in the normal admissions round for the Year 2023-24, the completed SIF, together with all supporting documents, should be returned to the school by **15 January 2023**.
- For an In-Year Admission in the Year 2023-24, the completed SIF, together with all supporting documents, should be returned to the school as soon as possible.
- If you are applying to more than one Catholic school, you will need to fill out a separate SIF for each school.
- You **must** also complete the local authority Common Application Form (CAF). The SIF is not valid without the CAF.

**PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS****Child Details**

Surname

Forenames (in full)

Date of birth:

Child's Home  
Address

Is the child resident in the Parish of Our Lady and the Saints of Sussex

Yes

No

(Zoomable maps of the parishes are available at: [www.abdiocese.org.uk/education/find-a-school](http://www.abdiocese.org.uk/education/find-a-school))

Home Telephone Number

Proposed Date of Admission

**Parent/Carer details**

Name (in full)

Address  
(if different  
from child)Contact  
telephone  
number(s)Email  
Address

**Brothers/Sisters:** When completing the Local Authority's Common Application Form (CAF), it is important that you provide details of any brothers and sisters who will be attending this school at the proposed time of admission. If this information is not provided on the CAF, the governors may not be able to place the application within the correct criteria. As a 'back-up mechanism', if you would also like to confirm to governors here (**NB this is optional**), that there will be a brother/sister at the school at the time of admission, please list below the Name(s)/Year Group(s) of the brother(s) &/or sister(s):

Name of child: \_\_\_\_\_

Year Group: \_\_\_\_\_

Name of child: \_\_\_\_\_

Year Group: \_\_\_\_\_

Name of child: \_\_\_\_\_

Year Group: \_\_\_\_\_

**Applications for Catholic children - evidence required:**

My child is a Baptised Catholic or has been received into the Church

Yes  No 

Date of Baptism

Parish where child baptised

**Note:** A copy of the Certificate of Baptism/Reception into the Church must be included with this application.**DECLARATION BY PARENT/CARER:****I, the Parent/Carer (of the child for whom the application is being made) 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.**Yes  No *If 'YES', my signature at the end of the form confirms this as a true statement.*

Parish(es) where the parent/carer worships:

**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 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 Richard's 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/carer attended Mass 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) regularly 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.

### Application Declaration (to be signed by a 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 Richard's Catholic Primary School, Chichester** 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 Officer at St Richard's Catholic Primary School, Cawley Road, Chichester, West Sussex PO19 1XB.**

#### Reminder:

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



### Supplementary Information Form Clapham and Patching C of E Primary School

Parent(s)/Carer(s) should complete this form when applying for a place at the school and should ensure that they have a copy of the admission policy prior to completing the form and returning it to the school by the closing date for admissions applications.

**Surname of Child:**

**Other Name(s):**

**Date of Birth:**

**Name of Parent(s)/Carer(s):**

**Home address:**

**Home telephone:**

**Daytime telephone (if different):**

**Name and demonisation of the Church which the family attends, length of attendance and frequency:**

**Name of Church of England Parish in which you live:**

**Name of Minister (who can confirm your church and attendance):**

**Address of Minister:**

**NB: If you have recently moved, please provide the name and address of your previous Minister.**

**Signed:**

**Parent(s)/Carer(s)**

**Date:**

**NB: In the event of an appeal, the information used on the form may be submitted to the panel as evidence.**



**Clergy Reference:**

The Parent(s)/Carer(s) of the child named above have applied for a place at this school and have given your name as a referee. Would you please kindly complete this form and return it to the Family?

Is your Church Anglican? Yes No

If no, is your Church either a full or associate member of the Churches Together in England? - Full member/associate member

Have the family worshipped at your Church in the last 6 months? Yes No

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 requirement 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.

Do they attend Church worship at least fortnightly? Yes No

NB: In the event of an appeal, the information used on the form may be submitted to the panel as evidence.

# St. Mary's C. E. Primary School

Brookpit Lane, Clymping, Littlehampton, West Sussex, BN17 5QU

Tel: 01903 714325 · email: office@st-marysclymping.w-sussex.sch.uk · www.stmarysclymping.org.uk



Headteacher: A. Morrissey

## Supplementary Information Form St Mary's CE (Aided) Primary School

Please complete in capital letters and using black ink

School Year Entry: \_\_\_\_\_

Child's Full Legal Name: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Post Code: \_\_\_\_\_

Home Tel No: \_\_\_\_\_ Alternative Contact No: \_\_\_\_\_

Child's Date of Birth: \_\_\_\_\_

Names of parents and/or legal guardians:

*(please state relationship of guardian to child)*

Mother/Guardian's Name: \_\_\_\_\_

*(delete inappropriate title)*

Father/Guardian's Name: \_\_\_\_\_

*(delete inappropriate title)*

**Any Other Information you think we should know:**

**Church Links**

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

Please give details of links, if any, which you have with your Church:

- Eg:
- Attendance at worship
  - Participation in other Church visits
  - Voluntary work for the Church

Name of Church: \_\_\_\_\_

If you would like your parish priest/minister to support your nomination, please ask him/her to sign below:

Signature of priest/minister: \_\_\_\_\_

Name of priest/minister: \_\_\_\_\_  
*(block capitals please)*

Address for correspondence: \_\_\_\_\_

---

Any other comments or statements to support your application for your child's admission to St Mary's CE Primary School Clymping:

Please indicate if you will be applying to any other Schools:    **Yes/No**

Parent/Guardian Signature ..... Date .....

**Please return your completed form to St Marys CE Primary School for the attention of the School Office.**

-----  
*Office Use Only:*

**Date Received:**

**Acknowledged**

**Category**

**Approval**

**Accepted**

†

**Supplementary Form for Admission  
for Church Aided Schools**

**Bishop Tufnell C.E. (Aided) Primary School**  
Pennyfields, Felpham, Bognor Regis,  
West Sussex, PO22 6BN

Telephone: 01243 584412

Email: [office@tufnell.org](mailto:office@tufnell.org)

Website: <https://bljs-wsussex.secure-dbprimary.com/wsussex/primary/bljs>

<b>Full Name of Child</b>	<b>Date of Birth</b> <small>(please bring in Birth Certificate for checking)</small>
<b>Boy or Girl</b>	
<b>Father's Name</b>	
<b>Mother's Name</b>	
<b>Address</b>	
	<b>Post Code</b>
<b>Telephone Numbers</b>	
<b>Brothers/Sisters Names</b>	<b>Date of Birth</b>
<b>I apply for a place at the school under criteria of the Admission Policy</b>	
<b>Signed</b>	<b>Date</b>



# Bishop Tufnell CE Primary School

This form to be completed if applying under Criteria 2, 4 or 5.

## **Church Support For**

Application for Entry in September \_\_\_\_\_

Full name of child

Address

Date of Birth \_\_\_\_\_

Church and Parish

To be completed by the Incumbent or Minister for children of families who claim to be in active membership of the Church.

In the event of a Formal Appeal by the parents against the Admissions Committee's decision this form will be photocopied and sent to the parents.

I confirm that the above child's parents attend \_\_\_\_\_  
Church at least fortnightly and have done for at least two years.

Signed \_\_\_\_\_ Incumbent or Minister





# St John the Baptist CofE (Aided) Primary School

School Hill, Findon, West Sussex BN14 0TR  
Telephone: 01903 873072 Fax: 01903 877205  
E-mail: [office@stjbps.co.uk](mailto:office@stjbps.co.uk) [www.stjbps.co.uk](http://www.stjbps.co.uk)  
Headteacher: Mrs J Sharrock

## SUPPLEMENTARY INFORMATION FORM

The Admissions Policy for this school is attached to this form.

We wish to apply for entry to St John the Baptist C of E Primary School under category 3, 5, 6 & 8 of the oversubscription criteria. Please indicate the category for which you are applying:

- For category 3, we attach supportive evidence and have completed child's name, date of birth below.

Or

- For category 5, 6 & 8 we confirm we have attended ..... Church at least monthly for a period of ..... or he/she was baptised on ..... (date of baptism). 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 church or alternative premises have been available for public worship.

- The church attendance form below will also need to be completed by your member of the clergy.

Child's name ..... Date of birth.....  
 Parent/Carer Name ..... Date .....

Signature .....

### Supplementary Information Form for Church Attendance

As part of the school's admission procedure, we need to collect information regarding church attendance. Please could you confirm the parents' attendance of worship at your church, as stated above. If there any comments you would like to make concerning any social circumstances affecting attendance at worship, which you are aware of, please give details. Thank you for your help.

I confirm that the ..... family of the following address

.....

worship at .....Church. I would also like to make the following additional comments:

.....

.....

Signed .....

Date.....

Role in Church .....

Print Name .....



Fabians Way Henfield West Sussex BN5 9PU	Tel : 01273 492447 Email : <a href="mailto:office@stpetershenfield.org.uk">office@stpetershenfield.org.uk</a> Web : <a href="http://www.stpetershenfield.org.uk">www.stpetershenfield.org.uk</a>
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**SUPPLEMENTARY INFORMATION FORM FOR RECEPTION INTAKE  
SEPTEMBER 2023**

Parents name(s) : Mr/Mrs/Miss/Ms (Please circle as necessary)	
Address :	
Telephone No :	Mobile No :
Email Address :	

Name of child :	Date of Birth :
Gender : Male / Female	
Brother/Sisters on Roll :	Date of birth :

I apply for a place at the school under category ____ of the admission policy (Please see overleaf). If an application is being made under categories 2, 3 or 4 then please submit the attached 'Clergy Reference Form', which needs to be completed by the Priest/Minister	
Signed : _____ Parent/Carer	Date : _____

## **Application Procedures**

If you would like your child to go to St Peter's Church of England (Aided) Primary School, Henfield, you must complete an application through West Sussex County Council and return it online (applicants from outside West Sussex should follow their home Local Authority's application process).

Website: [www.westsussex.gov.uk/admissions](http://www.westsussex.gov.uk/admissions) If you do not have access to the internet, please call: 03330 142 903

In addition, any parent wishing to apply for a place for their child starting primary education at St Peter's Church of England (Aided) Primary School, Henfield should complete and return a supplementary information form. This is an important form to complete as it allows the opportunity to note under which category a place is being requested and rank accordingly when offering places. It should be addressed as follows:-

### **Admissions Authority**

St Peter's Church of England (Aided) Primary School

Fabians Way

Henfield

West Sussex, BN5 9PU

Tel: 01273 492447

Website: [www.stpetershenfield.org.uk](http://www.stpetershenfield.org.uk)

The deadline for the submission of the supplementary information sheet and a clergy reference form for criteria 2, 3 or 4 (see oversubscription criteria) must be submitted to the school by the national closing date for primary school applications, which can be found at [www.westsussex.gov.uk/admissions](http://www.westsussex.gov.uk/admissions)

### **Oversubscription Criteria (extract from our Admission Policy)**

If your child has a Statement of Special Educational Needs or EHCP that names St Peter's Church of England (Aided) Primary School, Henfield, then the named school must offer a place.

If you have a child who has a Statement/Proposed Statement of SEN or EHCP and you have any queries about the process, please contact SENAT on 0330 222 8882

Where there are less applications than the PAN, all children will be admitted unless they can be offered a higher ranked preference. In the event that the School is oversubscribed, the admission authority will apply the following oversubscription criteria in order of priority:

- 1) Looked after children and all previously looked after children (for further details please refer to our Admission Policy)
- 2) Children from families whose home address is in the ecclesiastical parish of Henfield with Shermanbury and Woodmancote, where at least one parent is committed to regular worship at St Peter's Church, Henfield, St Giles' Church, Shermanbury or St Peter's Church, Woodmancote over 6 consecutive months within the determination year and have a sibling who will be attendance at the time of entry to the school.
- 3) Children from families whose home address is in the ecclesiastical parish of Henfield with Shermanbury and Woodmancote, where at least one parent is committed to regular worship at St Peter's Church, Henfield, St Giles' Church, Shermanbury or St Peter's Church, Woodmancote over 6 consecutive months within the determination year.
- 4) Children whose families attend worship at a Church, that is a full member of the Churches together in Britain and Ireland or of the Evangelical Alliance, where at least one parent is committed to regular worship over 6 consecutive months within the determination year and whose home address is in the ecclesiastical parish of Henfield with Shermanbury and Woodmancote,

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

- 5) Children who already have a sibling or siblings who are attending the school in the term for which a place has been applied for.
- 6) Children from families whose home address is in the ecclesiastical parish of Henfield with Shermanbury and Woodmancote.
- 7) Any other children whose families make an application



Fabians Way Henfield West Sussex BN5 9PU	Tel : 01273 492447 Email : <a href="mailto:office@stpetershenfield.org.uk">office@stpetershenfield.org.uk</a> Web : <a href="http://www.stpetershenfield.org.uk">www.stpetershenfield.org.uk</a>
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**CLERGY REFERENCE FORM  
FOR RECEPTION ADMISSION**

The Governors of St. Peter's Church of England (Aided) Primary School, Fabians Way, Henfield, West Sussex give priority to admitting children of **Parents** who **are committed\* to regular worship** at St. Peter's Church, Henfield, St. Giles Church, Shermanbury and St. Peter's Church, Woodmancote or a place of worship of a church that is a full member of the Churches Together in Britain and Ireland or of the Evangelical Alliance.

\*Committed is to demonstrate a commitment by attending church more than once a month at a Sunday service for at least six consecutive months within the determination year. In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

This completed form must be submitted to the school in addition to the Supplementary Information Sheet, by the national closing date for primary school applications, which can be found at [www.westsussex.gov.uk/admissions](http://www.westsussex.gov.uk/admissions)

I confirm that ..... (Parent/s name/s) are committed worshippers at ..... (Church name) of the address ..... (Church address).	
Signed :	Date :
Name :	Title : (Priest/Minister)
Contact number : (Should we need to contact you regarding this Clergy Reference Form)	

OFFICE USE:  
 Received by ..... Date: .....



# St Catherine's Catholic Primary School

*A Catholic School in the Diocese of Arundel and Brighton*

Highdown Drive, Littlehampton, West Sussex BN17 6HL

Telephone: 01903 716039 Fax: 01903 722521

Email: [office@st-catherines.w-sussex.sch.uk](mailto:office@st-catherines.w-sussex.sch.uk)

[www.st-catherines.w-sussex.sch.uk](http://www.st-catherines.w-sussex.sch.uk)

## SUPPLEMENTARY INFORMATION FORM

### For admission in 2023-24

#### Important note to Parent/Carer:

- If you are expressing a preference for a place for your child at this school and wish to apply in connection with one of the faith criteria, you should complete this Supplementary Information Form (SIF).
- If you do not complete the SIF and return it to the school with all supporting documents by the closing date, your child may not be placed in the appropriate faith criterion. This is likely to affect your child's chance of being offered a place.
- For a Reception Year Admission in the normal admissions round for the Year 2023–24, the completed SIF, together with all supporting documents, should be returned to the school by **15 January 2023**.
- For an In-Year Admission in the Year 2023-24, the completed SIF, together with all supporting documents, should be returned to the school as soon as possible.
- If you are applying to more than one Catholic school, you will need to fill out a separate SIF for each school.
- You **must** also complete the local authority Common Application Form (CAF). The SIF is not valid without the CAF

**PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS**

**Child Details**

Surname

Forenames (in full)

Date of birth:

Child's Home Address

Home Telephone Number

Proposed Date of Admission

**Parent/Carer details**

Name (in full)

Address (if different from child)

Contact telephone number(s)

Email Address

**Brothers/Sisters:** When completing the Local Authority's Common Application Form (CAF), it is important that you provide details of any brothers and sisters who will be attending this school at the proposed time of admission. If this information is not provided on the CAF, the governors may not be able to place the application within the correct criteria. As a 'back-up mechanism', if you would also like to confirm to governors here (**NB this is optional**), that there will be a brother/sister at the school at the time of admission, please list below the Name(s)/Year Group(s) of the brother(s) &/or sister(s):

Name of child: \_\_\_\_\_ Year Group: \_\_\_\_\_

Name of child: \_\_\_\_\_ Year Group: \_\_\_\_\_

Name of child: \_\_\_\_\_ Year Group: \_\_\_\_\_

**Applications for Catholic children - evidence required:**

My child is a Baptised Catholic or has been received into the Church

Yes

No

Date of Baptism

Parish where child baptised

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

**Applications from Catechumens or Candidates for Reception - evidence required:**

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

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

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

**Applications for children of other Christian denominations - evidence required:**

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

**Applications for children of other faiths - evidence required:**

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

**Application Declaration (to be signed by parent/carer)**

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

*I have completed and returned (either online or by post) the Local Authority Common Application Form (CAF) to the Local Authority showing **St Catherine's Catholic Primary School** as one of my preferred schools.*

Yes  No

*I confirm that I have read and understood the Admissions Policy and that the information I have given on this form is accurate and truthful. I understand that I must notify the school immediately if there is a change to these details and that should any information I have given prove false, the Governors may withdraw any offer of a place, even if the child has already started at the school. (An example of false information would be the use of an address that is not the child's normal residence).*

Signed:

Parent/Carer Signature: \_\_\_\_\_

Print full name Mr/Mrs/Miss/Ms/Dr: \_\_\_\_\_

Date:

**IMPORTANT CHECKLIST:**

- I have fully completed this Supplementary Information Form
- I have enclosed, where applicable, a copy of:
  - Certificate of Baptism in a Catholic Church (for Catholic applicants) or
  - Certificate of Reception into Full Communion with the Catholic Church (for Catholic applicants)
  - Confirmatory letter from the priest (for applications from Catechumens)
  - Confirmatory letter from the priest (for applications from Candidates for Reception)
  - Letter from priest and certificate of Baptism / Reception (for members of an Orthodox Church)
  - Letter from minister of religion confirming membership of other Christian denomination (for members of other Christian denominations)
  - Letter from faith leader confirming membership of other faith (for members of other faiths)

**Additional Note for Catholic applicants:**

The School may request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was baptised or received into the Catholic Church e.g. where the name and address of the church is not on the certificate or where the name of the church does not state whether it is a Catholic church or not. Those who have difficulty obtaining written evidence of baptism or reception into the Church should contact their parish priest.

**When you have completed this form please return it (together with supporting documentation, if applicable) to: The School Business Manager at St Catherine's Catholic Primary School, Highdown Drive, Littlehampton, West Sussex BN17 6HL**

**Reminder:**

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



**CONFIDENTIAL**  
**ST NICOLAS & ST MARY CE**  
**VOLUNTARY AIDED PRIMARY SCHOOL**  
**CHURCH SUPPORT FORM (for entry in September 2023)**

**PART 1 – TO BE COMPLETED BY PARENT(S) / CARER(S)**

Full Name of Child .....

Address .....

Date of Birth .....

Parent(s)/Guardian(s) Surname..... Forename .....

Telephone Number ..... Email address:.....

Church and Parish .....

Name and Address of Priest or Minister .....

.....Post Code ..... Tel. No. ....

**PART 2**

**TO THE PRIEST OR MINISTER**

*The Governors give places to the children of a parent or parents who fulfil the criteria as set out in the Admissions Policy.*

This section is to be completed by the Priest or Minister for children of families who claim to worship regularly in your church.

In the event of a formal appeal by the parents against the Admission Committee’s decision this form will be photocopied and sent to the parents.

The Parents/Carers have stated that at least one parent/carer worships regularly at your church. Regular worship is defined in the Admissions Policy as attending a main Church Service at least once a month over a minimum of a twelve month period prior to application for admission. Could you please confirm that this is the case by circling ‘Yes’ or ‘No’?

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

**YES / NO** (if neither is circled the Admissions Committee shall interpret it as a ‘No’)

Please confirm whether your church is a member of Churches Together in England (CTE) or Evangelical Alliance.

**YES / NO**

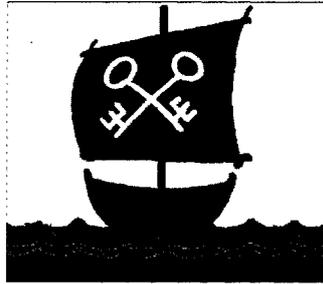
Signed (Priest or Minister) .....

Parish or Church .....

Date .....

**TO BE RETURNED TO ST NICOLAS AND ST MARY CE PRIMARY SCHOOL BY 15<sup>th</sup> JANUARY 2023**  
*(A dated receipt will be issued when an application is received.)*

To: The Governors (Admissions), St. Nicolas and St. Mary CE Primary School, Eastern Avenue,  
 Shoreham-by-Sea, West Sussex BN43 6PE



# St Peter's Catholic Primary School

*A Catholic School in the Diocese of Arundel and Brighton*

Sullington Way, Shoreham by Sea, West Sussex BN43 6PJ

Telephone: 01273 454066 Fax: 01273 440257

Email: [office@stpetersshoreham.co.uk](mailto:office@stpetersshoreham.co.uk)

[www.stpeterscatholicprimary.com](http://www.stpeterscatholicprimary.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 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

Is the child resident in the parish of Adur Valley or Worthing &amp; Lancing?

Yes No (A zoomable map of the parish is available at: [www.abdiocese.org.uk/education/find-a-school](http://www.abdiocese.org.uk/education/find-a-school))

Home Telephone Number

Proposed Date of Admission

**Parent/Carer details**

Name (in full)

Address  
(if different  
from child)Contact  
telephone  
number(s)Email  
Address

**Brothers/Sisters:** When completing the Local Authority's Common Application Form (CAF), it is important that you provide details of any brothers and sisters who will be attending this school at the proposed time of admission. If this information is not provided on the CAF, the governors may not be able to place the application within the correct criteria. As a 'back-up mechanism', if you would also like to confirm to governors here (**NB this is optional**), that there will be a brother/sister at the school at the time of admission, please list below the Name(s)/Year Group(s) of the brother(s) &/or sister(s):

Name of child: \_\_\_\_\_

Year Group: \_\_\_\_\_

Name of child: \_\_\_\_\_

Year Group: \_\_\_\_\_

Name of child: \_\_\_\_\_

Year Group: \_\_\_\_\_

**Applications for Catholic children - evidence required:**

My child is a Baptised Catholic or has been received into the Church

Yes

No

Date of Baptism

Parish where child baptised

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

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 an original 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, an original 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, an original 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.

**Children with Exceptional and Compelling Needs:**

Parents/carers wishing to have an Exceptional and Compelling Need considered with their application (criterion 2 or criterion 9 of the Admissions Policy) must submit original independent professional evidence which explains clearly why it is essential to attend St Peter's Catholic Primary School. 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 Peter's Catholic Primary School. (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 the Reception Year in September 2023, the evidence should be received by the closing date for applications of 15 January 2023. Please also 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 Peter's Catholic Primary School, Shoreham** 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 Peter's: \_\_\_\_\_ 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, 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 or 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 Peter's Catholic Primary School, Sullington Way, Shoreham by Sea, West Sussex BN43 6PJ.**

**Reminder:**

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

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



## The March CE Primary Supplementary Information Form for Admissions

To be completed by all applicants	
Child's Legal Surname	
Known as (if different)	
Christian Name	
Date of Birth	
Child's address	
Postcode	
Home telephone number	

<p><b>To be completed by those wishing to apply on the basis of being regular* worshipping Christians:</b>  <i>*Regular defined as attending a least one service a month in last 12 months</i>  <b>Please also ensure the Church Leader completes the box for 'Church Use only' on page 2. It is the parents / carers responsibility to ensure this is completed and returned to the school.</b></p>	
<b>Religious Background (for applications under criteria 3 &amp; 6)</b>	
Have you attended at least one service each month for the last year?	<b>YES/NO</b>
<p><b>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 church or alternative premises have been available for public worship.</b></p>	

<p>To be completed by those wishing to apply on the basis of being a member of staff at The March continuously for the two years prior to the application for admission; or staff recruited to fill a vacant post for which there is a demonstrable skill shortage.</p>	
<b>Member of staff name</b>	
<b>Position</b>	
<b>Date Employment commenced</b>	



## The March CE Primary Supplementary Information Form for Admissions

Is this an application for recruitment for a post of which there is a demonstrable skill shortage?	YES/NO
All applicants should sign and date below:	
Parental signature	
Name (print)	
Date	

### FOR CHURCH USE ONLY:

Name of Church:	
I hereby certify that this family have attended the church for one service per month for at least one year preceding the date of this application.	
In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.	
Signature of Church Leader	
Name (print)	
Date	

The information on this form may be used in the event of an appeal.

It is the parents / carers responsibility to ensure the fully completed form is returned to the school / academy by the application deadline. Please send this form to:

The March CE Primary, Claypit Lane, Westhampnett, Chichester, West Sussex, PO18 0NU



**BROADWATER**  
CHURCH OF ENGLAND  
PRIMARY SCHOOL

Rectory Gardens  
Worthing, West Sussex  
BN14 7TQ  
TEL: 01903 235389  
EMAIL: [office@broadwaterce.org](mailto:office@broadwaterce.org)  
Headteacher: (TBC)

[www.broadwater.w-sussex.sch.uk](http://www.broadwater.w-sussex.sch.uk)

## SUPPLEMENTARY INFORMATION FORM (School Year 2023-2024)

TO BE RETURNED TO BROADWATER C OF E PRIMARY SCHOOL BY THE WEST SUSSEX  
APPLICATION DEADLINE (15<sup>th</sup> January 2023):

<b>Parent Name(s):</b>		
<b>Address:</b> <b>Postcode:</b>		
<b>Home Telephone No:</b>	<b>Mobile Phone:</b>	
<b>Email address:</b>		
Child's Name:		
Date of Birth:	Gender: Male / Female	
Brother/Sister on roll: Name(s):	Yes / No	Dob(s):
I am applying for a place under category _____ of the Governors' Admissions Policy.* If needed please provide any additional Information relevant to the category you are applying under (e.g. name of church): Signed: _____ Date: _____ (Parent/Carer)		
<b>*If you are applying for a place at Broadwater C of E Primary School under category 2 or 3 you will need to arrange for the completion and submission of the 'Church Support Form' from your church minister/leader. The form is available on the website or from the school. If a family applies, having moved into the parish within the previous six months, they will need a 'Church Support Form' from the minister/leader of their previous church confirming that the criteria of 'sustained regular worship' was met.</b> <b>**Please do let us know if there any future changes with regard to your application.</b> <b>IN ADDITION, YOU <u>MUST</u> ENSURE YOU COMPLETE THE ON-LINE LOCAL AUTHORITY APPLICATION FORM.</b>		

Please return this supplementary information form to:  
**Attn: Admissions Officer, Broadwater C of E Primary School,**  
**Rectory Gardens, Worthing, West Sussex, BN14 7TQ**

**IN ADDITION, YOU MUST ENSURE YOU COMPLETE THE ON-LINE LOCAL AUTHORITY FORM.**



# English Martyrs Catholic Primary School

*A Catholic School in the Diocese of Arundel and Brighton*

Derwent Drive, Worthing, West Sussex BN12 6LA

Telephone: 01903 502868

Email: [office@englishmartyrs.school](mailto:office@englishmartyrs.school)

[www.englishmartyrs.w-sussex.sch.uk](http://www.englishmartyrs.w-sussex.sch.uk)

## SUPPLEMENTARY INFORMATION FORM

### For admission in 2023-24

#### Important note to Parent/Carer:

- If you are expressing a preference for a place for your child at this school and wish to apply in connection with one of the faith criteria, you should complete this Supplementary Information Form (SIF).
- If you do not complete the SIF and return it to the school with all supporting documents by the closing date, your child may not be placed in the appropriate faith criterion. This is likely to affect your child's chance of being offered a place.
- For a Reception Year Admission in the normal admissions round for the Year 2023–24, the completed SIF, together with all supporting documents, should be returned to the school by **15 January 2023**.
- For an In-Year Admission in the Year 2023–24, the completed SIF, together with all supporting documents, should be returned to the school as soon as possible.
- If you are applying to more than one Catholic school, you will need to fill out a separate SIF for each school.
- You **must** also complete the local authority Common Application Form (CAF). The SIF is not valid without the CAF.

**PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS**

**Child Details**

Surname

Forenames (in full)

Date of birth:

Child's Home Address

Is the child resident in the parish of English Martyrs, Goring or St Michael's, Worthing? Yes  No   
 ( Zoomable maps of the parishes are available at [www.abdiocese.org.uk/education/find-a-school](http://www.abdiocese.org.uk/education/find-a-school) )

Home Telephone Number

Proposed Date of Admission

**Parent/Carer details**

Name (in full)

Address (if different from child)

Contact telephone number(s)

Email Address

**Brothers/Sisters:** When completing the Local Authority's Common Application Form (CAF), it is important that you provide details of any brothers and sisters who will be attending this school at the proposed time of admission. If this information is not provided on the CAF, the governors may not be able to place the application within the correct criteria. As a 'back-up mechanism', if you would also like to confirm to governors here (**NB this is optional**), that there will be a brother/sister at the school at the time of admission, please list below the Name(s)/Year Group(s) of the brother(s) &/or sister(s):

Name of child: \_\_\_\_\_ Year Group: \_\_\_\_\_

Name of child: \_\_\_\_\_ Year Group: \_\_\_\_\_

Name of child: \_\_\_\_\_ Year Group: \_\_\_\_\_

**Applications for Catholic children - evidence required:**

My child is a Baptised Catholic or has been received into the Church

Yes

No

Date of Baptism

Parish where child baptised

**Note:** A copy of the Certificate of Baptism/Reception into the Church must be included with this application.**Applications from Catechumens or Candidates for Reception - evidence required:**

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

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

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

**Applications for children of other Christian denominations - evidence required:**

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

**Applications for children of other faiths - evidence required:**

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

### Application Declaration (to be signed by parent/carer)

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

*I have completed and returned (either online or by post) the Local Authority Common Application Form (CAF) to the Local Authority showing **English Martyrs Catholic Primary School, Goring** as one of my preferred schools.*

Yes  No

*I confirm that I have read and understood the Admissions Policy and that the information I have given on this form is accurate and truthful. I understand that I must notify the school immediately if there is a change to these details and that should any information I have given prove false, the Governors may withdraw any offer of a place, even if the child has already started at the school. (An example of false information would be the use of an address that is not the child's normal residence).*

Signed:

Parent/Carer Signature: \_\_\_\_\_

Print full name Mr/Mrs/Miss/Ms/Dr: \_\_\_\_\_

Date:

### IMPORTANT CHECKLIST:

- I have fully completed this Supplementary Information Form
- I have enclosed, where applicable, a copy of:
  - Certificate of Baptism in a Catholic Church (for Catholic applicants) or
  - Certificate of Reception into Full Communion with the Catholic Church (for Catholic applicants)
  - Confirmatory letter from the priest (for applications from Catechumens)
  - Confirmatory letter from the priest (for applications from Candidates for Reception)
  - Letter from priest and certificate of Baptism / Reception (for members of an Orthodox Church)
  - Letter from minister of religion confirming membership of other Christian denomination (for members of other Christian denominations)
  - Letter from faith leader confirming membership of other faith (for members of other faiths)

#### Additional Note for Catholic applicants:

The School may request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was baptised or received into the Catholic Church e.g. where the name and address of the church is not on the certificate or where the name of the church does not state whether it is a Catholic church or not. Those who have difficulty obtaining written evidence of baptism or reception into the Church should contact their parish priest.

**When you have completed this form please return it (together with supporting documentation, if applicable) to: The Admissions Officer at English Martyrs Catholic Primary School, Derwent Drive, Worthing, West Sussex BN12 6LA.**

#### Reminder:

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



**Goring Church of England  
(Aided) Primary School**  
Faith, Love and Learning

**West Sussex County Council**

**Supplementary Information Form**

Parent's Name (s):	
<b>Address:</b>	
<b>Postcode:</b>	
<b>Home Tel No.:</b>	<b>Mobile Tel:</b>
<b>Email Address:</b>	

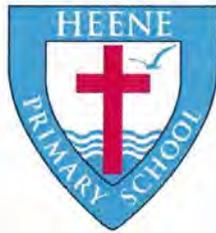
Name of child:	
Date of Birth:	Gender: Male/Female
Brother/Sister on Roll: Yes/No	
Name (s):	DOB (s):

I apply for a place at the school under category _____ of the admission policy	
Additional Information:	
Signed: (parent/carer)	Date:

Church Minister (if applying under category 3, 4 or 6) Please note: children of church families, applying for a place at Goring Church of England Primary School need a Church Supported Form signed by their Minister. This is available on the website or from school. Families new to the area will need a Church Supported Form from the Minister of their previous church " In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship".
--

**Please return this Supplementary form to:**

Goring Church of England Primary School, Mulberry Lane, Goring-by-Sea, Worthing BN12 4RN



*'Learning together, loving others, guided by God'*

**Heene Church of England (Aided) Primary School**

**CHURCH SUPPORT FORM** (For entry September 2023 onwards)

<b>PART 1 – TO BE COMPLETED BY PARENT/CARER</b>	
<b>FULL NAME OF CHILD:</b>	
<b>ADDRESS:</b>	
<b>DOB:</b>	
<b>PARENT/CARER NAME:</b>	
<b>TELEPHONE NO:</b>	
<b>CHURCH/PARISH:</b>	
<b>NAME OF MINISTER/ CHURCH WARDEN</b>	

**PART 2 Notes - TO THE MINISTER or CHURCH WARDEN**

The Governors allocate places to the children of a parent/carer, who fulfil specific criteria as set out in Heene Primary Schools Admissions Arrangements.

A Church family is defined as parent/carer who is a \*sustained regular worshipper.

The Parents/Carers named above have stated that they are a Church family \*regularly worshipping at your church.

\*By 'sustained regular worship' the Governors understand attendance to be at least twice a month over a period of 6 months preceeding the closing date for applications and whose application is supported by an appropriate Minister/Church Warden. If a family applies having moved into the parish within the previous 6 months, confirmation will be required from all relevant Ministers past and present.

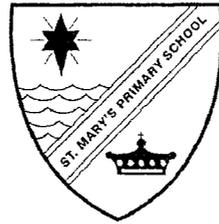
In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admission arrangements in relation to attendance will only apply to the period when the church or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

<b>PART 2 – TO BE COMPLETED BY CHURCH MINISTER OR CHURCH WARDEN (handwritten please)</b>	
<b>NAME OF MINISTER/ CHURCH WARDEN:</b>	
<b>CHURCH/PARISH:</b>	
<b>CONFIRMATION THAT THIS FAMILY ARE 'SUSTAINED REGULAR WORSHIPPERS':</b>	<b>YES / NO</b>
If a family applies having moved into the parish within the previous 6 months, this form should be completed by their previous minister to support their application.	
<b>SIGNED: MINISTER OR CHURCH WARDEN</b>	<b>DATE:</b>

**THIS FORM MUST BE RETURNED BY THE WEST SUSSEX APPLICATION DEADLINE**

To: THE GOVERNORS (Admissions)

HEENE CHURCH OF ENGLAND PRIMARY SCHOOL, NORFOLK STREET, WORTHING, BN11 4BB



# St Mary's Catholic Primary School

*A Catholic School in the Diocese of Arundel and Brighton*

Cobden Road, Worthing, West Sussex. BN11 4BD  
Telephone: 01903 234115 Fax: 01903 215034  
Email: [office@stmarysworthing.org.uk](mailto:office@stmarysworthing.org.uk)  
[www.stmarysworthing.org.uk](http://www.stmarysworthing.org.uk)

## SUPPLEMENTARY INFORMATION FORM

### For admission in 2023-2024

#### Important note to Parent/Carer:

- If you are expressing a preference for a place for your child at this school and wish to apply in connection with one of the faith criteria, you should complete this Supplementary Information Form (SIF).
- If you do not complete the SIF and return it to the school with all supporting documents by the closing date, your child may not be placed in the appropriate faith criterion. This is likely to affect your child's chance of being offered a place.
- For a Reception Year Admission in the normal admissions round for the Year 2023-24, the completed SIF, together with all supporting documents, should be returned to the school by **15 January 2023**.
- For an In-Year Admission in the Year 2023-24, the completed SIF, together with all supporting documents, should be returned to the school as soon as possible.
- If you are applying to more than one Catholic school, you will need to fill out a separate SIF for each school.
- You **must** also complete the local authority Common Application Form (CAF). The SIF is not valid without the CAF.

**PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS**

**Child Details**

Surname

Forenames (in full)

Gender

Boy

Girl

Date of birth:

Child's Home Address

Is the child resident in the parish of St Mary of the Angels, Worthing or the parish of East Worthing?

Yes

No

(Zoomable maps of the parishes are available at : [www.abdiocese.org.uk/Parishes](http://www.abdiocese.org.uk/Parishes))

Home Telephone Number

Proposed Date of Admission

**Parent/Carer details**

Name (in full)

Address (if different from child)

Contact telephone number(s)

Email Address

**Brothers/Sisters:** When completing the Local Authority's Common Application Form (CAF), it is important that you provide details of any brothers and sisters who will be attending this school at the proposed time of admission. If this information is not provided on the CAF, the governors may not be able to place the application within the correct criteria. As a 'back-up mechanism', if you would also like to confirm to governors here (**NB this is optional**), that there will be a brother/sister at the school at the time of admission, please list below the Name(s)/Year Group(s) of the brother(s) &/or sister(s):

Name of child: \_\_\_\_\_

Year Group: \_\_\_\_\_

Name of child: \_\_\_\_\_

Year Group \_\_\_\_\_

Name of child: \_\_\_\_\_

Year Group \_\_\_\_\_

**Applications for Catholic children - evidence required:**

My child is a Baptised Catholic or has been received into the Church

Yes

No

Date of Baptism

Parish where child baptised

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

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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 Mary's Catholic Primary School, Worthing** 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:**

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**When you have completed this form please return it (together with supporting documentation, if applicable) to: The Admissions Manager at St Mary's Catholic Primary School, Cobden Road, Worthing, West Sussex, BN11 4BD**

**Reminder:**

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