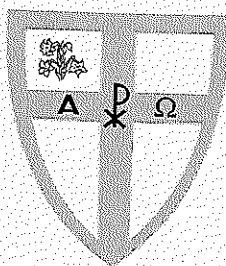


Information for Parents
Starting School in September 2024
Appendix 2
(North Schools)

Supplementary Information Forms

This Appendix contains a copy of the Supplementary Information Form (SIF) for all West Sussex Church Voluntary Aided Schools, Church Voluntary Controlled Schools and Academies who use a SIF.

Town	School Name
Burgess Hill	St Wilfrid's Catholic Primary
Cowfold	St Peter's CofE Primary
Crawley	Desmond Anderson Primary
Crawley	Forge Wood Primary
Crawley	The Gatwick School
Crawley	Our Lady Queen of Heaven Primary
Crawley	Pound Hill Infant
Crawley	Southgate Primary
Crawley	St Andrew's CofE Primary
Crawley	St Francis of Assisi Catholic Primary
Crawley	St Margaret's CofE Primary
Cuckfield	Holy Trinity CofE (Aided) Primary
East Grinstead	St Mary's CofE Primary
East Grinstead	St Peter's Catholic Primary
Haywards Heath	St Joseph's Catholic Primary
Haywards Heath	St Wilfrid's CofE Primary
Horsham	All Saints CofE Primary
Horsham	Kilnwood Vale Primary
Horsham	St John's Catholic Primary
Horsham	St Mary's CofE Primary
Horsham	St Robert Southwell Catholic Primary
Horsted Keynes	St Giles CofE Primary
Hurstpierpoint	St Lawrence CofE Primary
Lindfield	Blackthorns Primary
Lindfield	Lindfield Primary
Nuthurst	St Andrew's CofE Primary
Pulborough	St Mary's Cof E Primary



St Wilfrid's Catholic Primary School

A Catholic School in the Diocese of Arundel and Brighton

School Close, Queen Elizabeth Avenue, Burgess Hill, West Sussex RH15 9RJ
Telephone: 01444 235254 Fax: 01444 230038
Email: office@stwilfridsbh.org.uk
www.st-wilfrids-burgesshill.w-sussex.sch.uk

SUPPLEMENTARY INFORMATION FORM

For admission in 2024-25

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 2024-25 the completed SIF, together with all supporting documents, should be returned to the school by **15 January 2024**.
- For an In-Year Admission in the Year 2024-25, 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 Burgess Hill & Keymer?

(A zoomable map of the parish is available at <https://www.abdiocese.org.uk/education/find-a-school>)Yes ☐No ☐

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

Applications for children of other Christian denominations - evidence required:

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

Applications for children of other faiths - evidence required:

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

Application Declaration (to be signed by parent/carer)

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

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

Yes ☐ No ☐

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

Signed:

Parent/Carer Signature: _____

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

Date:

IMPORTANT CHECKLIST:

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

Additional Note for Catholic applicants:

The School may request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was baptised or received into the Catholic Church e.g. where the name and address of the church is not on the certificate or where the name of the church does not state whether it is a Catholic church or not. Those who have difficulty obtaining written evidence of baptism or reception into the 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 Wilfrid's Catholic Primary School, School Close, Queen Elizabeth Avenue, Burgess Hill, West Sussex RH15 9RJ

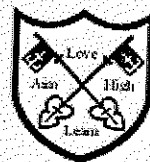
Reminder:

The closing date for return of this form for a Reception Year place for September 2024 is: **15 January 2024.**

Note: The school is committed to protecting the information provided by parents/carers and using it only for the purpose for which it was obtained. For information on the school's Privacy Notice, please look on the school website (<http://www.st-wilfrids-burgesshill.w-sussex.sch.uk/>) or contact the school for a hard copy.



SUPPLEMENTARY INFORMATION FORM
FOR APPLICATION TO
St. Peter's C of E (Aided) Primary School
Parents are requested to complete this form in addition to the
West Sussex County Council (WSCC) online application.



APPLICATION FOR ADMISSION IN SEPTEMBER 2024

The purpose of this form is to enable us to rank the children in order of the Oversubscription Criteria set out on Page 1 of the Admission Arrangements. This would be important if the number of applications for Reception places exceeds the Published Admissions Number (PAN) in any given year.

NB: If you wish your application to be considered under **criterion 2, 4, 7 or 8**, please also complete the Church Members section overleaf.

Section 1 – ALL parents/carers are requested to complete this section

Please circle below the criterion you wish to make your application under. Please circle one category only.

1 2 3 4 5 6 7 8 9

CHILD'S DETAILS

Surname: _____ Forename: _____
Middle Name(s): _____
Date of Birth: _____ Male / Female*
Address: _____
Postcode: _____ Home Telephone No.: _____

APPLICANT'S DETAILS

Surname: _____ Forename: _____
Title: Mr/Mrs/Ms/Miss/Mx* Relationship to Child: _____
Address: _____
Postcode: _____ Home Telephone No.: _____
Email Address: _____

**Please delete as applicable*

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

Signed: _____ Date: _____

Admissions – Supplementary Information Form for children of staff members

The University of Brighton Academies Trust is the admissions authority for all academies in the Trust.

The oversubscription criteria for each academy are published on the individual academy website and on the Trust website www.brightonacademiestrust.org.uk

So that the application can be considered by the Local Board Admissions Sub-Committee in the correct category, completion of this form is required for all applications made in the following category only:

Children of staff employed at the academy in either or both of the following circumstances:

- (a) Where the member of staff has been employed at the academy for two or more years at the time at which the application for admission to the academy is made*
- (b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage*

Please note:

- If this application form is not received by the academy by the application deadline, then it will not be possible to consider the application in the staff category and an alternative applicable oversubscription criteria will be applied.
- This is **not** an application form. Parent/carers **MUST** complete the relevant Common Application Form application form and submit to the Local Authority.
- Application for admission in the staff category should be submitted by the qualifying staff member with parental responsibility.

Academy applied to	
---------------------------	--

Childs details	
Forenames in full	
Surname	
Date of birth	
Home address	

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

Telephone number	
Email address	
Home address	

Declaration	
<ul style="list-style-type: none"> - I confirm that I have completed and submitted the Common Application Form to the Local Authority - I confirm that I have read and understood the Trust Admissions policy and that all information on this information form is truthful and accurate 	
Name	
Signature	
Date	

Please submit this form to the academy by post or email.

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

Appendix 1

Supplementary Information Form

For applicants applying under the criterion of Children of Staff

Applicants who wish to be considered for priority admission for Forge Wood Primary School under the criterion of Children of Staff must complete this form, in addition to the local authority application form

- Applications for Reception and Year 3 in September must be submitted by **15 January 2024**

Guidance

A member of staff will qualify as being employed at the school, or being in post at the school, if they satisfy all of the following:

- 1) they have a contract of employment with GLF Schools and
- 2) for school-based staff, either:
 - they are based permanently in the school; or
 - they work regularly within the school as part of their work across a cluster of schools
- 3) for central team staff:
 - the school is their named base within their employment contract; and
 - they work on the school site for a majority of their working time

Child's details

Please complete all boxes in **CAPITAL LETTERS**

Question	Answer
Surname	
Forename	
Date of Birth (dd/mm/yyyy)	

Parent/Guardian's details

Question	Answer
Surname	
Forename	
Relationship to child	
Name of school where employed	
Date employment commenced	
Address	
Postcode	
Telephone (Home)	
Telephone (Mobile)	
Email	

Supplementary Information Form

Declaration

I am a permanent member of staff in accordance with the admissions policy of Forge Wood Primary School.

Please delete as appropriate:

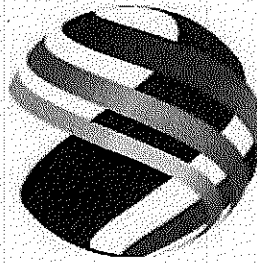
- I have been employed at the school for two or more years (at the closing date for applications)
- I have been recruited to a post at the school for which there is a demonstrable skills shortage

Question	Answer
Signature of parent/guardian:	
Date:	

Your declaration should be confirmed by your line manager:

Question	Answer
Name of line manager:	
Confirm that the declaration is correct:	
Signature of line manager:	
Date:	

Send to: Somerly Drive, Crawley, Sussex RH10 3NP



THE
GATWICK
SCHOOL

**Supplementary Information Form
Admissions 2024/2025**

Please complete this form if you wish to apply to The Gatwick School under Criterion 3 – ‘Children with one or more parents who are serving members of Her Majesty’s Armed or Uniformed Forces and qualifying Crown Servants’ children’ or Criterion 4: ‘Children with one or more parents who are members of staff the school who were recruited to fill a vacant post for which there is a demonstrable skill shortage’ of the admissions policy.

IMPORTANT: This form must be returned to The Gatwick School at info@thegatwickschool.org.uk.

In addition to this form you are required to complete and submit a Common Application Form (CAF) to your Local Authority

Child’s details (please complete using BLOCK CAPITAL LETTERS)

Child’s forename (s):	
Child’s surname:	
Gender: <input type="checkbox"/> Male: <input type="checkbox"/> Female:	Date of birth:

Parent / Carer with whom the child lives (please complete using BLOCK CAPITAL LETTERS)

Mr / Mrs / Miss / Ms	Forename	Surname	Relationshi p to child

Home Address:

Postcode:

Is one of the child's parents a serving member of Her Majesty's Armed or Uniformed Forces (Army, Navy, Air Force, Marine Corps, Space Force, and Coast Guard) or a Crown Servant (e.g. diplomatic or overseas civil service)	Yes	No
Is one of the child's parents a member of staff the school who were recruited to fill a vacant post for which there is a demonstrable skill shortage	Yes	No

If you have answered yes to either one of the above, then you are eligible to claim preference for admission to The Gatwick School under criteria 3 or 4 of the admissions policy. In order to claim this preference please complete the following declaration:

<p>Child's Name:</p> <p>I would like to claim preference for admission to The Gatwick School under criteria 3 or 4 (delete as applicable) as set out in The Gatwick School Admissions Policy.</p> <p>I understand I may be required to provide evidence that criterion 3 of the admissions policy applies to my child. Eligibility under criterion 4 will be checked by the school.</p> <p>I understand that a place can be withdrawn if fraudulent or deliberately misleading information is found to have been supplied in support of an application.</p> <p>Parent / Carer Signature:</p> <p>Date:</p>

Parent / Carer signature:.....

Parent / Carer name:.....

Parent / Carer contact telephone number:

Date:

Email address:.....

Once completed this form should be sent to:

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

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



Our Lady Queen of Heaven Catholic Primary School

A Catholic School in the Diocese of Arundel and Brighton

Hare Lane, Crawley, West Sussex, RH11 7PZ

Telephone: 01293 526057

Email: info@olqoh.com

www.olqoh.com

SUPPLEMENTARY INFORMATION FORM

For admission in 2024-25

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 2024–25, the completed SIF, together with all supporting documents, should be returned to the school by **15 January 2024**.
- For an In-Year Admission in the Year 2024–25, 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 parishes of Crawley,
Worth with West Hoathly or Horley?

(Zoomable parish maps are available at <https://www.abdiocese.org.uk/education/find-a-school>)

Yes ☐ No ☐

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: _____
Name of child: _____
Name of child: _____

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

Applications for children of other Christian denominations - evidence required:

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

Applications for children of other faiths - evidence required:

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

Application Declaration (to be signed by parent/carer)

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

*I have completed and returned (either online or by post) the Local Authority Common Application Form (CAF) to the Local Authority showing **Our Lady Queen of Heaven 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).

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

Signed:

Date:

IMPORTANT CHECKLIST:

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

Additional Note for Catholic applicants:

The School may request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was baptised or received into the Catholic Church e.g. where the name and address of the church is not on the certificate or where the name of the church does not state whether it is a Catholic church or not. Those who have difficulty obtaining written evidence of baptism or reception into the 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: Our Lady Queen of Heaven Catholic Primary School, Hare Lane, Crawley, West Sussex RH11 7PZ.

Reminder:

The closing date for return of this form for a Reception Year place for September 2024 is: **15 January 2024.**

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

Admissions – Supplementary Information Form for children of staff members

The University of Brighton Academies Trust is the admissions authority for all academies in the Trust.

The oversubscription criteria for each academy are published on the individual academy website and on the Trust website www.brightonacademiestrust.org.uk

So that the application can be considered by the Local Board Admissions Sub-Committee in the correct category, completion of this form is required for all applications made in the following category only:

Children of staff employed at the academy in either or both of the following circumstances:

- (a) Where the member of staff has been employed at the academy for two or more years at the time at which the application for admission to the academy is made*
- (b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage*

Please note:

- If this application form is not received by the academy by the application deadline, then it will not be possible to consider the application in the staff category and an alternative applicable oversubscription criteria will be applied.
- This is **not** an application form. Parent/carers **MUST** complete the relevant Common Application Form application form and submit to the Local Authority.
- Application for admission in the staff category should be submitted by the qualifying staff member with parental responsibility.

Academy applied to	
---------------------------	--

Childs details	
Forenames in full	
Surname	
Date of birth	
Home address	

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

Telephone number	
Email address	
Home address	

Declaration	
<ul style="list-style-type: none"> - I confirm that I have completed and submitted the Common Application Form to the Local Authority - I confirm that I have read and understood the Trust Admissions policy and that all information on this information form is truthful and accurate 	
Name	
Signature	
Date	

Please submit this form to the academy by post or email.

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

Appendix 1

Supplementary Information Form

For applicants applying under the criterion of Children of Staff

Applicants who wish to be considered for priority admission for Southgate Primary School under the criterion of Children of Staff must complete this form, in addition to the local authority application form

- Applications for Reception and Year 3 in September must be submitted by **15 January 2024**

Guidance

A member of staff will qualify as being employed at the school, or being in post at the school, if they satisfy all of the following:

- 1) they have a contract of employment with GLF Schools and
- 2) for school-based staff, either:
 - they are based permanently in the school; or
 - they work regularly within the school as part of their work across a cluster of schools
- 3) for central team staff:
 - the school is their named base within their employment contract; and
 - they work on the school site for a majority of their working time

Child's details

Please complete all boxes in **CAPITAL LETTERS**

Question	Answer
Surname	
Forename	
Date of Birth (dd/mm/yyyy)	

Parent/Guardian's details

Question	Answer
Surname	
Forename	
Relationship to child	
Name of school where employed	
Date employment commenced	
Address	
Postcode	
Telephone (Home)	
Telephone (Mobile)	
Email	

Supplementary Information Form

Declaration

I am a permanent member of staff in accordance with the admissions policy of Southgate Primary School.

Please delete as appropriate:

- I have been employed at the school for two or more years (at the closing date for applications)
- I have been recruited to a post at the school for which there is a demonstrable skills shortage

Question	Answer
Signature of parent/guardian:	
Date:	

Your declaration should be confirmed by your line manager:

Question	Answer
Name of line manager:	
Confirm that the declaration is correct:	
Signature of line manager:	
Date:	

Send to: Barrington Rd, Crawley RH10 6DG

Supplementary Information Form
for admission to St. Andrew's C.E. Primary School
in September 2024

Growing learners to live in God's world



You only need to complete this form and ask for a reference from a church leader if you meet either of the two criteria listed below.

Surname of Child		Date of Birth	
First Name			<input type="checkbox"/> Male <input type="checkbox"/> Female
Child's Address			
	Post Code	Telephone	
Family Details	Parent/legal carer name/s		
	Address of parent/legal carer if different from above		

Please tick the **one** box most applicable to you:

<input type="checkbox"/>	The child named above has parents/legal carers who are regular(*) worshippers at Church of England churches of St. Andrew Furnace Green, Holy Trinity in Tilgate, St. Mary in Southgate or Christ the Lord in Broadfield (<i>criteria 2</i>), or		
<input type="checkbox"/>	The child named below has parents/legal carers who are regular(*) worshippers at other(**) Christian churches (<i>criteria 3</i>)		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Signed</td> <td style="width: 50%;">Date</td> </tr> </table>		Signed	Date
Signed	Date		

*Regular is defined as attendance at worship by one parent at least once a month for a minimum of six months as confirmed by clergy reference.

**A church that is a full member of Churches Together in Britain & Ireland, the Evangelical Alliance, or The Sussex Gospel Partnership together with the following named churches, which are not in either of those organisations but otherwise meet the requirements for recognition as a Christian church within the meaning of this policy: The Vine, Maidenbower Baptist, Kingdom Faith, Bewbush Elim, Three Bridges Free 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 alternative premises have been available for public worship.

Reference in support of application to St. Andrew's C.E. Primary School

VICAR / MINISTER USE ONLY	
Are the parent/s worshipping members of your church?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do they attend Sunday worship regularly (at least once a month)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How long have the family been members of your Church?	
Vicar/Minister of Name of Church : _____ Contact telephone no. _____ Signed : _____ Date: _____ Print Name: _____	
<input type="checkbox"/> I confirm that this church is a full member of Churches Together in Britain & Ireland, the Evangelical Alliance, or The Sussex Gospel Partnership.	



St Francis of Assisi Catholic Primary School

A Catholic School in the Diocese of Arundel and Brighton

Southgate Drive, Crawley, West Sussex, RH10 6HD

Telephone: 01293 521009

Email: office@stfrancisassisi.org.uk

www.stfranciscrawley.org

SUPPLEMENTARY INFORMATION FORM

For admission in 2024-25

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 2024–25, the completed SIF, together with all supporting documents, should be returned to the school by **15 January 2024**.
- For an In-Year Admission in the Year 2024–25, 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 parishes of Crawley, Worth with West Hoathly or Horley? Yes ☐ No ☐
 (Zoomable maps of the parishes are available at www.abdiocese.org.uk/education/find-a-school)

Home Telephone Number

Proposed Date of Admission

Parent/Carer details

Name (in full)

Address
(if different
from 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 Francis of Assisi Catholic Primary School, Crawley** as one of my preferred schools.*

Yes ☐ No ☐

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

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

Signed:

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 at: St Francis of Assisi Catholic Primary School, Southgate Drive, Crawley, West Sussex RH10 6HD.

Reminder:

The closing date for return of this form for a Reception Year place for September 2024 is: **15 January 2024.**

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



St Francis of Assisi Catholic Primary School

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SUPPLEMENTARY INFORMATION FORM

For admission in 2024-25

Important note to Parent/Carer:

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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 parishes of Crawley, Worth with West Hoathly or Horley? Yes ☐ No ☐
 (Zoomable maps of the parishes are available at www.abdiocese.org.uk/education/find-a-school)

Home Telephone Number

Proposed Date of Admission

Parent/Carer details

Name (in full)

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

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Name of child: _____
 Name of child: _____
 Name of child: _____

Year Group _____
 Year Group _____
 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:**

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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 Francis of Assisi Catholic Primary School, Crawley** as one of my preferred schools.*

Yes ☐ No ☐

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

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

Signed:

Date:

IMPORTANT CHECKLIST:

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 - ☐ Letter from minister of religion confirming membership of other Christian denomination (for members of other Christian denominations)
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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 at: St Francis of Assisi Catholic Primary School, Southgate Drive, Crawley, West Sussex RH10 6HD.

Reminder:

The closing date for return of this form for a Reception Year place for September 2024 is: **15 January 2024.**



St. Margaret's CE Primary School
The Mardens, Ifield, Crawley, West Sussex RH11 0AQ
Telephone: 01293 521077

APPLICATION FOR ADMISSIONS
STARTING SCHOOL SEPTEMBER 2024

Dear Parent/Guardian,

Thank you for the interest you have shown in our school. If you would like to apply for a place at our school please see the checklist below, which has been devised to help you through the admissions process for your child.

- | | |
|--------------------------|---|
| <input type="checkbox"/> | You need to apply to West Sussex Local Education Authority on line by visiting www.westsussex.gov.uk/admissions before the closing date of 15 January 2024. |
| <input type="checkbox"/> | If you are applying under St. Margaret's CE Primary School's criterion 2, please ensure page 3 of the application form is completed by a senior member of the clergy. This reference should be returned in confidence by the clergy, directly to the school, by 15 January 2024. |

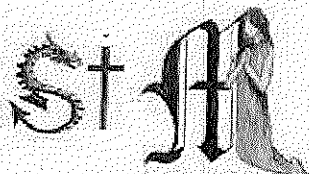
Please note:

- When applying for a place at St. Margaret's CE Primary School, it is imperative that you apply to West Sussex County Council by the date stated.
- If you do not have access to the internet, free access to apply for a school place with West Sussex County Council is available in all West Sussex libraries and Children and Family Centres. If you require any help from West Sussex Admissions team please call 03330 142903.

We hope the above information will assist you in meeting the necessary deadlines in support of applications for St. Margaret's School.

Yours sincerely

Jill Hine
Headteacher



St. Margaret's Church of England Primary School
The Mardens, Ifield, Crawley, West Sussex, RH11 0AQ Tel: 01293 521077

ADMISSION FORM FOR PUPIL PLACE

Applicants are requested first to read carefully the ADMISSION POLICY on page 3 of this form.
If this application is for a child to enter Reception Class in September 2024, then .

THE FINAL DATE FOR APPLICATION IS 15 January 2024. PLEASE NOTE THE LOCAL AUTHORITY FORM MUST ALSO BE COMPLETED AND RETURNED BY THIS DATE

PART A (To be completed by all applicants)

Date of this application:

Child's surname:

Child's forename(s):

Child's date of
birth:

DD / MM / YY

Child's gender:

Male / Female

Full Names of Parents:

Address (including Post Code):

Home telephone number (including area code):

Mobile telephone numbers:

E mail:

PART B (To be completed by all applicants)

Names of brothers and sisters who will still be attending St. Margaret's C of E Primary School, at the time of admission, together with their dates of birth:

Under which of the 6 criteria
(see Admissions Policy on page 2)
are you applying? Please circle clearly.

1 2 3 4 5 6

Does your child currently attend St. Margaret's Nursery?

YES / NO

PART C (To be completed by applicants applying under criteria 1 or 4 of the school's Admission Policy)

Please list the names & addresses
(e.g. of your General Medical Practitioner
or of any other agency) who will support
your application for your child.

Please attach any supporting documents
from them to this form; documentary evidence
is required from a doctor, a social worker,
an educational welfare officer, or a similar
professional.

Please also state what the educational,
social or medical needs of your child are, that qualify
him or her to apply under criteria 1 or 4.

I/We have read the school's Admission Policy and its criteria and the local authority guidance. I/We certify that the statements that I/we have made on this form are correct and I/we hereby apply for my/our child to be considered for admission to St. Margaret's Church of England Primary School.

Signed by a parent or guardian Date

PART D For those applying under Criterion 2 of the School's admission policy only:

To be completed and returned confidentially to the School by a senior member of the clergy to support the application of those applying under Criterion 2 of the School's Admission Policy.
St. Margaret's CE Primary School, The Mardens, Ifield, Crawley, West Sussex RH11 0AQ

Name of child:	Date of birth: DD / MM / YY
----------------	--------------------------------

Name of member of clergy:	Position held:
Telephone number (including area code):	
Email Address:	

Name and address of place of worship:	Denomination: Anglican	Denomination: Other
	Yes / No	Please specify

Have either or both parents (or guardians) and the child attended your place of worship at least twice a month throughout the previous 12 months?

Yes / No

Official Church Stamp

In cases of doubt please contact the school on 01293 521077

Signed by the member of clergy	Date
--------------------------------	------

13. Church Supplementary Information Form for Reception and In Year applications



Supplementary Information Form for Reception and In Year applications
Holy Trinity C.E. (Aided) School, Glebe Road, Cuckfield, West Sussex, RH17 5BE
Email: office@htprimary.co.uk
Website: <http://holy-trinity-cuckfield.eschools.co.uk/website>

Please state number of the Admissions Criteria for which you are applying:

Child's surname:

Christian names(s):

Gender: male/female (*circle as appropriate*) Date of Birth: /...../.....

Proposed date of admission: /...../.....

Address:

Postcode:

Telephone:

Email address:

Name of parent(s):.....
 Mr and Mrs/Mr/Mrs/Ms/Miss (*circle as appropriate*)

Names of any siblings currently attending Holy Trinity*

.....

Current nursery/pre-school name, address and phone number (not part of admissions criteria, but useful to school office)

.....

.....

Current school name and address* (*Only required if this is an 'In Year' application)

.....

School Phone*.

Signed parent/guardian Date

COVID-19

Clarification as to how church attendance will be calculated in these unique circumstances, in line with guidance from the Chichester Diocese.

"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".

Church Reference Section

(See Admissions Criteria 2, 4, 7, 9 and 10)

To be completed by the parent:

I/we confirm that I/we attend (Name of Church):.....

and have attended at least once a month for at least 6 months prior to the date of this application.

- If more than one church has been attended in the last 6 months, please record the Church's details and dates of attendance below.
- Please attach a supporting letter to this form from the Church Leader confirming your attendance).

Church address:

.....

.....

Signed parent/guardian

Date

To be completed by the Church Leader: I am satisfied that the parent referred to has worshipped at the church listed above at least once a month for at least 6 months prior to the date of this application.

Name:.....

Title:.....

Signed:.....

Date:.....



ACADEMIC YEAR: 2024/25

St. Mary's Church of England (Aided) Primary School
East Grinstead, West Sussex

Supplementary Information Form (SIF)

Please read the current St. Mary's admissions policy, available from either the website (stmaryseg.co.uk) or School Office, before completing and returning this form to the Admissions Coordinator at the address below.

Child's **Full Name** (BLOCK CAPITALS):

Child's Date of Birth:

Child's Full Address:

Admissions Criteria

Please **circle the category** under which you are making your application;

- Any child(ren) with an Education, Health and Care Plan (EHCP) that names St. Mary's C of E Primary School, East Grinstead, as their preferred school will automatically be admitted under Section 37 of the Children & Families Act 2014.
- Looked after children or children who were previously looked after but, immediately following being looked after, became subject to a Child Arrangements Order or Special Guardianship Order also hold priority over the criteria set out just below.

1. Children who have siblings attending St. Mary's at the time of admission.
2. Children of parents who regularly worship at the Church of St. Mary's and (churches in the parish of) St. Swithun's.
3. Children of parents whose home address is within the Ecclesiastical Parishes of St. Mary's and St. Swithun's.
4. Children of parents who regularly worship at another Christian church within *Churches Together* and/or the *Evangelical Alliance*.
5. Children of parents who desire a place at St. Mary's.

Siblings may be half or step-siblings, by marriage or co-habitation, or foster siblings but **must** be living permanently at the same address.

Regular worship is defined as once a month for the six months prior to the beginning of the application period.

ACADEMIC YEAR: 2024/25

Please note: In the event of over-subscription and similar applications, the deciding factor shall be the applicant who resides the shortest distance from a central point in the school in a straight line from the home to the school using address point data supplied from the local authority's geographical database. If a child regularly lives at more than one address, the main address for admissions purposes shall be the address to which child spends the majority of the school week.

If you wish for your application to be considered under category 2 or 4, please obtain the following verification from your Priest or Minister.

I can confirm that this family has regularly attended the Church of _____
for a **minimum** of one day, per month, for a minimum of six months prior to the beginning of the application period.

Please note: 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.

Name (Printed):

Signed:

Date:

Name of Parent or Guardian/Carer making the application:

Relationship to Child:

Siblings to Child currently attending St. Mary's (if applicable):

Email Address:

Contact Number:

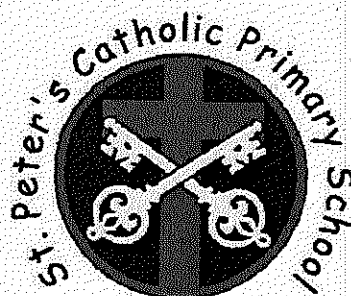
I understand that this form **is not** an offer of a school place and I confirm that the information given above is correct.

Signed:

Date:

Please return this form to:

**School Admissions
St. Mary's Church of England Primary School,
Windmill Lane,
East Grinstead,
West Sussex,
RH19 2DS**



St. Peter's Catholic Primary School

A Catholic School in the Diocese of Arundel and Brighton

Chapmans Lane, East Grinstead, West Sussex, RH19 1JB

Telephone: 01342 321985 Fax: 01342 300679

Email: office@stpeterseg.co.uk

www.stpeterseastgrinstead.co.uk

SUPPLEMENTARY INFORMATION FORM

For admission in 2024-25

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 2024–25, the completed SIF, together with all supporting documents, should be returned to the school by **15 January 2024**.
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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

Child Details

Surname

Forenames (in full)

Date of birth:

Child's Home
Address

Post Code:

Is the child resident in the parish of East Grinstead & Lingfield?

Yes ☐No ☐A zoomable map of the parish can be viewed at: www.abdiocese.org.uk/education/find-a-school

Home Telephone Number

Proposed Date of Admission

Parent/Carer details

Name (in full)

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

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

Name of child: Year Group: Name of child: Year Group: Name of child: Year Group:

Applications for Catholic children - evidence required:

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

Yes

☐

No

☐

Date of Baptism

Parish where child baptised

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

Applications from Catechumens or Candidates for Reception - evidence required:

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

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

If application is being made for a place at the school where the child is a member of an Orthodox Church, evidence of membership will be required. Membership is normally evidenced by a certificate of baptism/reception into the Orthodox Church. If that is not available, then a letter confirming membership of the applicable Orthodox Church, signed by the appropriate priest, will be required. The certificate of baptism/reception from the authorities of that Church or the letter from the priest confirming membership should be provided at the same time as this form is returned to the school.

Applications for children of other Christian denominations - evidence required:

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

Applications for children of other faiths - evidence required:

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

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, East Grinstead** as one of my preferred schools*

Yes ☐ No ☐

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

Signed:

Parent/Carer Signature: _____

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

Date:

IMPORTANT CHECKLIST:

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

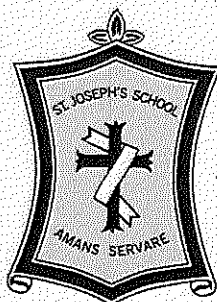
Additional Note for Catholic applicants:

The School may request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was baptised or received into the Catholic Church e.g. where the name and address of the church is not on the certificate or where the name of the church does not state whether it is a Catholic church or not. Those who have difficulty obtaining written evidence of baptism or reception into the 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 Bellingham at St. Peter's Catholic Primary School, Chapmans Lane, East Grinstead, West Sussex, RH19 1JB

Reminder:

The closing date for return of this form for a Reception Year place for September 2024 is: **15 January 2024.**



St Joseph's Catholic Primary School

A Catholic School in the Diocese of Arundel and Brighton

Hazelgrove Road, Haywards Heath, West Sussex RH16 3PQ

Telephone: 01444 452584 Fax: 01444 414760

Email: office@stjosephshh.org.uk

www.stjosephshh.org.uk

SUPPLEMENTARY INFORMATION FORM

For admission in 2024-25

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 2024–25, the completed SIF, together with all supporting documents, should be returned to the school by **15 January 2024**.
- For an In-Year Admission in the Year 2024-25, 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 Haywards Heath?

Yes

☐

No

☐(A zoomable map of the parish is available at <https://www.abdiocese.org.uk/education/find-a-school>)

Home Telephone Number

Proposed Date of Admission

Parent/Carer details

Name (in full)

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

Applications for children of other Christian denominations - evidence required:

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

Applications for children of other faiths - evidence required:

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

Application Declaration (to be signed by parent/carer)

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

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

Yes ☐ No ☐

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

Signed:

Parent/Carer Signature: _____

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

Date:

IMPORTANT CHECKLIST:

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

Additional Note for Catholic applicants:

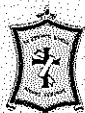
The School may request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was baptised or received into the Catholic Church e.g. where the name and address of the church is not on the certificate or where the name of the church does not state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

When you have completed this form please return it (together with supporting documentation, if applicable) to: The Admissions Manager at St Joseph's Catholic Primary School, Hazelgrove Road, Haywards Heath, West Sussex RH16 3PQ.

Reminder:

The closing date for return of this form for a Reception Year place for September 2024 is: **15 January 2024.**

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: <https://stjosephshh.org.uk/wsussex/primary/st-josephs/site/pages/parentinformation/gdpr> or contact the school for a hard copy.



Diocese of Arundel & Brighton – Lewes Deanery
St Joseph's Catholic Primary School, Hazelgrove Road, Haywards Heath, RH16 3PQ
Tel: 01444 452584 Fax: 01444 414760

Name of child: _____

Application form and all relevant paperwork received.

Date Stamp:

School Copy



Diocese of Arundel & Brighton – Lewes Deanery
St Joseph's Catholic Primary School, Hazelgrove Road, Haywards Heath, RH16 3PQ
Tel: 01444 452584 Fax: 01444 414760

Name of child: _____

Application form and all relevant paperwork received.

Date Stamp:

Parent Copy

Supplementary Information Form and Clergy Form Reception – starting school

Governors welcome applications for admission to the school. The over subscription criteria will be applied to all applications. Places will be offered in accordance with the over subscription criteria.

You only need to fill in this form if you wish to apply for a place under criterion 3 or 4 of the oversubscription criteria. The governors of St Wilfrid's Church of England School give priority under criterion 3 and 4 to children of families who have established a regular pattern of Christian worship of at least an average of once a month over the last 12 months.

COVID-19 Variation:

Clarification as to how church attendance will be calculated in these unique circumstances.

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 make sure that this form is received in school by **MIDNIGHT 15th JANUARY** as this is a statutory date set in Regulations by the Department for Education. Forms received after this date will be regarded as late applications.

Please return the completed Supplementary Information Form to: The Admissions Secretary, St Wilfrid's Church of England Primary School, Eastern Road, Haywards Heath, West Sussex RH16 3NL.

In addition: Please complete your name and your child's name on the Clergy Form and then give it to your Vicar / Minister (or Church Officer during a vacancy) for them to complete and return to the school by **MIDNIGHT 15th JANUARY**. The Clergy Form is needed to support applications under criterion 3 or 4 of the oversubscription criteria. If you have moved and/or changed your place of worship, separate Clergy Forms will be needed to cover the last 12-month period. *(You may wish to return the completed/signed Clergy Form(s) to the school yourself to ensure receipt by the deadline date).*

If you require further guidance, or this information is needed in an alternative format, please contact the school on telephone number 01444 413707 and we will do all we can to meet your needs.

Supplementary Information Form Reception – starting school

A separate form needs to be completed for each child requiring admission

Child's details	
Child's Surname:	First Name:
Date of Birth:	Middle Name/s:
Home Address:	
Postcode:	

Parent/Guardian	
Surname:	First Name:
Home Telephone Number:	Email:
Mobile Number:	

Church attendance		
Oversubscription Criterion 3 Do you regularly attend one of these churches:	St Wilfrid's	
	The Ascension	
	The Presentation	
	St Richard's	
Oversubscription Criterion 4 Do you regularly attend a place of Christian worship other than those above, in membership of:	Churches Together in England and Wales	
	The Evangelical Alliance	
	The Sussex Gospel Partnership	
Please give the name of the church:		

If you have attended the church for less than 12 months, please also ask the Vicar / Minister (or Church Officer during a vacancy) of the church you previously attended to complete a separate Clergy Form.

I have / have not* requested my Vicar / Minister to complete the Clergy Form.

Date:	Signature of Parent/Guardian*
-------	-------------------------------

*Please delete as appropriate

St Wilfrid's Church of England Primary School Clergy Form

I/We* am/are* applying for a place at St Wilfrid's Church of England Primary School for our child.

To be completed by Parent/Guardian	
Child's Name:	Parent/Guardian's Name:

The governors of St Wilfrid's Church of England School give priority under over subscription criterion 3 to children of families who have established a regular pattern of Christian worship of at least on average once per month over the last twelve months at the Churches of St Wilfrid's, The Presentation, The Ascension or St Richard's, Haywards Heath.

Members of a Christian Church in membership of Churches Together in England and Wales, The Evangelical Alliance or Sussex Gospel Partnership who have established a regular pattern of Christian worship of at least on average of once per month over the last twelve months are given priority under over subscription criterion 4.

COVID-19 Variation:

Clarification as to how church attendance will be calculated in these unique circumstances.

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.

If the family has joined your congregation within the last year having lived elsewhere or attended another church previously, please say over what period they have attended your church at least on average of once per month.

The Vicar/Minister is requested to return the completed Clergy Form to: The Admissions Secretary, St Wilfrid's Church of England Primary School, Eastern Road, Haywards Heath, West Sussex, RH16 3NL. For September admissions into Year Reception, it should reach the school before the closing date for receipt of applications **MIDNIGHT 15th JANUARY**.

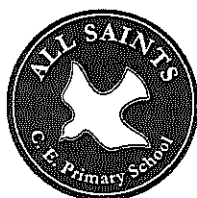
To be completed by Vicar/Minister (or Church Officer during a vacancy):	
Name of Parent(s)/Guardian(s):	
Name of Church:	

I confirm that the above named has/have* established a regular pattern of worship at the church of at least an average of once a month over the last 12 months. (NOTE: See COVID variation statement)

If less than 12 months over what period have they attended your church more than once a month:

Signed:	Date:
Printed Name:	Position:
For Verification Purposes:	
Address:	
Telephone:	
Email:	

*Please delete as appropriate



**ALL SAINTS CHURCH OF ENGLAND (AIDED) PRIMARY SCHOOL,
TYLDEN WAY, HORSHAM, RH12 5JB**

SUPPLEMENTARY INFORMATION FORM

APPLICATION FOR ADMISSION in the academic year starting September 2024

Please complete a separate supplementary information form for each child.

Full name of child

Gender Date of birth

Name(s) of parent(s) / guardian(s) with whom the child lives

.....

Address

.....

Postcode..... Tel. no.

If you attend a place of worship regularly, please indicate which one:

.....

***I apply for a Community place for my child at the school under the admission policy
criterion number**

***I apply for a Foundation/Family place for my child at the school under admission policy
criterion number**

****Delete as applicable or, if you are eligible to apply under both categories, please do
so.***

Signed Date

Name (in capitals) Relationship to child

All information provided will remain confidential and will be used only by the
Governors' Admission Panel to determine whether a place can be provided at the school.
Please return to the School Office admin@allsaintshorsham.school



ALL SAINTS CHURCH OF ENGLAND (AIDED) PRIMARY SCHOOL,
TYLDEN WAY, HORSHAM, RH12 5JB

CLERGY REFERENCE FORM

The Governors of All Saints C.E. Primary School, Tylden Way, Horsham, give priority to admitting children of **parents** who **are committed* to regular worship** in an Anglican or other Christian church that is a full member of Churches Together in Britain and Ireland.

***Committed** is taken to mean that the parents demonstrate a commitment by attending their church more than once a month at a Sunday service for a period of at least one year prior to application.

Parents are asked to make an appointment with their priest or minister to enable this form to be completed.

This completed form must be attached to the application form.

I confirm that (parent/s name/s)
are committed worshippers at (church name)
..... (church address)
and that this church is a full member of Churches Together in Britain and Ireland

Signed Date

Name and title (*in capitals*)
.....



ALL SAINTS CHURCH OF ENGLAND (AIDED) PRIMARY SCHOOL,
TYLDEN WAY, HORSHAM, RH12 5JB

FAITH LEADER REFERENCE FORM

The Governors of All Saints C.E. Primary School, Tylden Way, Horsham, give priority to admitting children of **parents** who **are committed* to regular worship** of another major world faith, as defined by the 2001 National Census - Buddhist, Hindu, Jewish, Muslim, or Sikh.

***Committed** is taken to mean that the parents demonstrate a commitment by attending their place of worship more than once a month for a period of at least one year prior to application.

Parents are asked to make an appointment with their faith leader to enable this form to be completed.

This completed form must be attached to the application form.

I confirm that (parent/s name/s)

are committed worshippers at (place of worship name)

..... (place of worship address)

Signed Date

Name and title (in capitals)

.....

Appendix 1

Supplementary Information Form

For applicants applying under the criterion of Children of Staff

Applicants who wish to be considered for priority admission for Kilnwood Vale Primary School under the criterion of Children of Staff must complete this form, in addition to the local authority application form

- Applications for Reception and Year 3 in September must be submitted by **15 January 2024**

Guidance

A member of staff will qualify as being employed at the school, or being in post at the school, if they satisfy all of the following:

- 1) they have a contract of employment with GLF Schools and
- 2) for school-based staff, either:
 - they are based permanently in the school; or
 - they work regularly within the school as part of their work across a cluster of schools
- 3) for central team staff:
 - the school is their named base within their employment contract; and
 - they work on the school site for a majority of their working time

Child's details

Please complete all boxes in **CAPITAL LETTERS**

Question	Answer
Surname	
Forename	
Date of Birth (dd/mm/yyyy)	

Parent/Guardian's details

Question	Answer
Surname	
Forename	
Relationship to child	
Name of school where employed	
Date employment commenced	
Address	
Postcode	
Telephone (Home)	
Telephone (Mobile)	
Email	

Supplementary Information Form

Declaration

I am a permanent member of staff in accordance with the admissions policy of Kilnwood Vale Primary School.

Please delete as appropriate:

- I have been employed at the school for two or more years (at the closing date for applications)
- I have been recruited to a post at the school for which there is a demonstrable skills shortage

Question	Answer
Signature of parent/guardian:	
Date:	

Your declaration should be confirmed by your line manager:

Question	Answer
Name of line manager:	
Confirm that the declaration is correct:	
Signature of line manager:	
Date:	

Send to: Calvert Link, Faygate, Horsham, RH12 0BZ



St John's Catholic Primary School

A Catholic School in the Diocese of Arundel and Brighton

Blackbridge Lane, Horsham, West Sussex RH12 1RR

Telephone: 01403 265447

Email: office@stjohnshorsham.school

www.stjohnshorsham.school

SUPPLEMENTARY INFORMATION FORM

For admission in 2024-25

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 2024-25, the completed SIF, together with all supporting documents, should be returned to the school by **15th January 2024**.
- 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 Horsham & West Grinstead or
Billingshurst or Henfield?(Zoomable maps of the parishes are available at: www.abdiocese.org.uk/Parishes)

Yes

☐

No

☐

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 John's Catholic Primary School, Horsham** 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 Office Manager at St John's Catholic Primary School, Blackbridge Lane, Horsham, West Sussex RH12 1RR.

Reminder:

The closing date for return of this form for a Reception Year place for September 2024 is: **15 January 2024.**

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



Supplementary Information Form

This form is required for applications under the following criteria:

- Applications for academic year 2022/23: criteria 2,3,4,6,7,8.
- Applications for academic year 2023/24: criteria 2,3,4,6,7,8.
- Applications for academic year 2024/25: criteria 2,3,5,7.

Child's name		D.O.B.	
Child's home address (primary residence)		Post code	
		Phone no.	

Parent* 1		Relationship	
Home address (if different from above)		Post code	
		Phone no.	

Parent* 2		Relationship	
Home address (if different from above)		Post code	
		Phone no.	

I am applying for a place at St Mary's School under applications criteria number(s)		
Sibling(s) on role at the time of admission (if applicable):	<i>NB: If you have attended your current church for less than twelve months, please provide additional proof of attendance from Vicar/Minister from the previous church you attended.</i>	

I understand and accept the priority for admission as set down in the School's Admission Arrangements.			
Signed		Date	

Parents* must return the form to the school by the closing date for receipt of applications as stated by West Sussex County Council for reception places and as soon as possible for all other applications. Without this form, applications under the specified criteria cannot be considered.

In the event that during the period specified for attendance at worship the church or other 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 other place of worship or alternative premises have been available for public worship.

Please ensure your church leader has completed the endorsement overleaf.

Clergy / Leader of the Church to complete

I confirm that _____ (parents*)
worship at _____ (Church)

and have attended more than once a month for a period of at least twelve months prior to application.

Signed: _____ Date: _____

Print Name : _____ Position: _____

Address and telephone number (for verification purposes):

**Parents* includes legal guardians and foster parents and applies to either parents or a sole parent. Where only one parent/guardian satisfies a criterion, the application will be treated equally with one where the requirement is met by two parents.

If the family has joined your congregation within the last year having lived elsewhere or attended another church previously, please say over what period they have attended your church more than once a month. A reference will also be sought from their previous church.

A church attendance form for clergy use is available on the school website / office i



St Robert Southwell Catholic Primary School

A Catholic School in the Diocese of Arundel and Brighton

Lambs Farm Road, Horsham, West Sussex RH12 4LP

Telephone: 01403 252357

Email: office@strobertsouthwell.co.uk

www.strobertsouthwell.co.uk

SUPPLEMENTARY INFORMATION FORM

For admission in 2024-25

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 2024–25, the completed SIF, together with all supporting documents, should be returned to the school by **15 January 2024**.
- For an In-Year Admission in the Year 2024–25, 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 Horsham, Billingshurst & West
Grinstead or Henfield?Yes ☐No ☐(Zoomable parish maps are available at: <https://www.abdiocese.org.uk/education/find-a-school>)Home Telephone Number Proposed Date of Admission **Parent/Carer details**Name (in full) Address
(if different
from 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. Membership is normally evidenced by a certificate of baptism/reception into the Orthodox Church, If that is not available, than a letter confirming membership of the applicable Orthodox Church, signed by the appropriate priest, will be required. The certificate of baptism/reception from the authorities of that Church or the letter from the priest confirming membership should be provided at the same time as this form is returned to the school.

Applications for children of other Christian denominations - evidence required:

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

Applications for children of other faiths - evidence required:

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

Application Declaration (to be signed by parent/carer)

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

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

Yes ☐ No ☐

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

Signed:

Parent/Carer Signature: _____

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

Date:

IMPORTANT CHECKLIST:

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

Additional Note for Catholic applicants:

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

When you have completed this form please return it (together with supporting documentation, if applicable) to: The Admissions Manager at St Robert Southwell Catholic Primary School, Lambs Farm Road, Horsham, West Sussex RH12 4LP.

Reminder:

The closing date for return of this form for a Reception Year place for September 2024 is: **15 January 2024.**

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



St. Giles Church of England (Voluntary Aided)

Primary School

Admissions Policy

Together in the light of God's love
Nurture – Inspire – Respect – Achieve

We are committed to:
Bringing out the best in every child



Supplementary Information Form

An application for a place on the grounds of faith, under criteria 2, 3, 7 or 8, can be supported by this form.

If the school is oversubscribed this form will be used to assist in applying the oversubscription criteria.

The completed form, together with any supporting references, should be returned to the Admissions Officer at St Giles School by 15th December 2021.

Before completing this form, it is important that you have read and understood fully the admission arrangements and oversubscription arrangements for St. Giles school.

By completing this form, you are confirming that the information provided is true and correct.

Please complete this section in all cases

Legal Surname of the Child:
Full Forenames of the Child:
Date of Birth:

To be completed by the applicant if applying under criteria 2 or 7

I confirm that I, have attended St. Giles Church at least once a month for the twelve months prior to my 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 admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship).

Signed

Date

Parent/Guardian of

To be completed by the applicant if applying under criteria 3 or 8

Please give the name of the Churches Together in Britain and Ireland, or of the Evangelical Alliance religion you follow.....
Do you attend a place of worship at least once a month? Yes / No
Name of Minister/Priest/ Worship leader:
Telephone Number:
I confirm that I, have attended.....at least once a month for the twelve months prior to my application. (In the event that during the period specified for attendance at worship the 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 place of worship or alternative premises have been available for public worship.)
Signed
Date
Parent/Guardian of

To be completed by the Priest/Minister/Worship Leader

Please confirm that the applicant's parents/guardians have attended Church at least once a month for the twelve months prior to their application. (In the event that during the period specified for attendance at worship the 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 place of worship or alternative premises have been available for public worship.)
Signed
Date
Priest/Minister/Worship Leader at



WEST SUSSEX COUNTY COUNCIL

ST LAWRENCE C of E PRIMARY SCHOOL

Trinity Road, Hurstpierpoint, West Sussex BN6 9UY

Headteacher: Marianne Brand MA (ED)

Tel: 01273 833229

ADMISSION FORM SEPTEMBER 2024

Please complete in block capitals and return to the School Office

Legal Surname:	Legal Forename	Middle Name/s:	
Preferred Surname:	Preferred Forename	Gender:	Date of Birth:
Address:		Parent(s)'s name(s)	
Post Code:			
Tel. No:			
Mob No:			
Email:			

Please state under which criteria you are applying for a place for your child. (please see overleaf)

If you are applying under criteria 3, 4, 8 or 9 it is necessary to enclose a clergy reference form.

Admissions – Supplementary Information Form for children of staff members

The University of Brighton Academies Trust is the admissions authority for all academies in the Trust.

The oversubscription criteria for each academy are published on the individual academy website and on the Trust website www.brightonacademiestrust.org.uk

So that the application can be considered by the Local Board Admissions Sub-Committee in the correct category, completion of this form is required for all applications made in the following category only:

Children of staff employed at the academy in either or both of the following circumstances:

- (a) Where the member of staff has been employed at the academy for two or more years at the time at which the application for admission to the academy is made*
- (b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage*

Please note:

- If this application form is not received by the academy by the application deadline, then it will not be possible to consider the application in the staff category and an alternative applicable oversubscription criteria will be applied.
- This is **not** an application form. Parent/carers **MUST** complete the relevant Common Application Form application form and submit to the Local Authority.
- Application for admission in the staff category should be submitted by the qualifying staff member with parental responsibility.

Academy applied to	
---------------------------	--

Childs details	
Forenames in full	
Surname	
Date of birth	
Home address	

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

Telephone number	
Email address	
Home address	

Declaration

- I confirm that I have completed and submitted the Common Application Form to the Local Authority
- I confirm that I have read and understood the Trust Admissions policy and that all information on this information form is truthful and accurate

Name	
Signature	
Date	

Please submit this form to the academy by post or email.

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

Admissions – Supplementary Information Form for children of staff members

The University of Brighton Academies Trust is the admissions authority for all academies in the Trust.

The oversubscription criteria for each academy are published on the individual academy website and on the Trust website www.brightonacademiestrust.org.uk

So that the application can be considered by the Local Board Admissions Sub-Committee in the correct category, completion of this form is required for all applications made in the following category only:

Children of staff employed at the academy in either or both of the following circumstances:

- (a) Where the member of staff has been employed at the academy for two or more years at the time at which the application for admission to the academy is made*
- (b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage*

Please note:

- If this application form is not received by the academy by the application deadline, then it will not be possible to consider the application in the staff category and an alternative applicable oversubscription criteria will be applied.
- This is **not** an application form. Parent/carers **MUST** complete the relevant Common Application Form application form and submit to the Local Authority.
- Application for admission in the staff category should be submitted by the qualifying staff member with parental responsibility.

Academy applied to	
--------------------	--

Childs details	
Forenames in full	
Surname	
Date of birth	
Home address	

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

Telephone number	
Email address	
Home address	

Declaration	
<ul style="list-style-type: none"> - I confirm that I have completed and submitted the Common Application Form to the Local Authority - I confirm that I have read and understood the Trust Admissions policy and that all information on this information form is truthful and accurate 	
Name	
Signature	
Date	

Please submit this form to the academy by post or email.

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

**ST ANDREW'S C.E. (AIDED) PRIMARY SCHOOL
GOVERNORS' ENQUIRY FORM
CLERGY REFERENCE FOR ADMISSIONS APPLICATION**

Application for a place/places for _____

Date of birth _____

If you are applying for a place(s) under criteria 2, 5, 7 or 8 please ask the Vicar or the recognised representative to complete the section below and return with your form.

CRITERIA

Places at St Andrew's C.E. (Aided) Primary School are allocated in accordance with our published Admissions Policy. Where criteria 2, 5, 7 or 8 apply a reference from the Parish Priest is required to confirm that the criteria are satisfied. Applications will only be considered where this is met.

*Frequency of worship means for at least once a month for a period of at least 12 months prior to application.

CLERGY REFERENCE

I confirm that _____ parent/guardian name(s)

worship(s) regularly at _____ and has attended at least once a month for 12 months prior to this application, thereby satisfying the criterion under which they are applying for a place at the school.

Signed _____

Name _____

Position in the church _____ Date _____



Supplementary Information Form - for Entry September 2024

Child's Details:

Surname: Forename:
Middle Name: Date of Birth:
Address: Boy or Girl:
..... Post Code: Home Phone No:

Mother's details:

Surname: Forename:
Address (if different from child's):
..... Post Code: Home Phone No:

Father's details:

Surname: Forename:
Address (if different from child's):
..... Post Code: Home Phone No:

Requested date or term of admission:

Names and dates of birth of siblings already attending St Mary's C of E (Aided) Primary, Pulborough

Name: Date of Birth:
Name: Date of Birth:

I wish my child to be considered for a place at St Mary's C of E (Aided) Primary School, Pulborough and I am applying under the following criterion: *(Please circle one criterion only)*

1 2 3 4 5 6 7 8

I understand and accept the priority for admission as set down in the school's Admission Arrangements document.

I have/have not requested a recommendation form from the Vicar/Minister of the Church where I regularly worship. If you have attended the church for less than twelve months, please provide proof of attendance from Vicar/Minister from the previous church you attended.

Signed: Parent/Guardian Date:





Clergy Form – For Entry September 2024

Name of Parent:.....

is applying for a place at St. Mary's C of E (Aided) Primary School for his/her child for the academic year 2024/2025.

Name of Child:.....

The Governors of St. Mary's School give priority under Categories 2 and 5 to children of families who have established a regular pattern of worshipping more than once a month at the Anglican Parish Church of St Mary's in Pulborough. Members of other churches in Pulborough, Churches Together in Britain and Ireland and the Evangelical Alliance who can demonstrate the same commitment to their own Church will be considered under Categories 3, 6 and 7.

"Parents" include legal guardians and foster parents and applies to either parents or a sole parent. Where only one parent/guardian satisfies a criterion, the application will be treated equally with one where the requirement is met by two parents.

If the family has joined your congregation within the last year, having lived elsewhere or attended another church previously, please say over what period they have attended your church more than once a month. A reference will also be sought from their previous church.

Please return the form to the school directly as soon as possible. For September admissions into Year R it should reach the school before the closing date for receipt of applications as stated by West Sussex County Council.

*Chair of Governors,
St Mary's C of E (Aided) Primary School, Pulborough*

I confirm that (insert name of parent)

Has/have established a regular pattern of worship at Church of
more than once a month over the last twelve months.

Signed: Date:

Print name: Position:

Address and Telephone Number (For verification purposes):

Address:.....

..... Postcode:

Telephone Number:

