

Information for Parents
Starting School in September 2026
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	Milton Mount Primary
Crawley	Our Lady Queen of Heaven Catholic 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

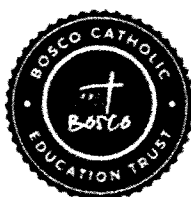


St Wilfrid's Catholic Primary School

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 2026-27



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 2026-27 the completed SIF, together with all supporting documents, should be returned to the school by **15 January 2026**.
- For an In-Year Admission in the Year 2026-27, 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?

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.**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/carers)

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 2026 is: **15 January 2026.**

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 2026

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:

(Parent/Carer)



SUPPLEMENTARY INFORMATION FORM **FOR APPLICATION TO**

St. Peter's C of E (Aided) Primary School

If you wish your application to be considered under categories 2, 4, 7 or 8, please complete the Church Members section below and return the form (section 1 & 2 completed) to the School.



If you wish your application to be considered under criterion 2, 4, 7 or 8, please complete the Church Members section below and pass this to the Parish Priest of St Peter's Church, Cowfold for verification (or a Churchwarden, in the case of a vacancy or long term absence of the Vicar) or to your Church Minister for verification.

The completed Supplementary Information Form, (sections 1 & 2) should be returned by you to the school, for the normal admissions round or in-year admissions, if you wish your application to be considered against criterion 2, 4, 7 or 8.

SECTION 2 – Church Members

To be completed for applications under criterion 2, 4, 7 or 8.

PLEASE COMPLETE EITHER A OR B BELOW

- A.** I confirm that at least one of the child's parents have attended the Parish Eucharist at St Peter's Church, Cowfold twice a month for a minimum period of 6 months prior to application.

Signed: _____

Date: _____

Parish Priest (or in the case of a vacancy or long term absence of the Parish Priest, a Churchwarden).

- B.** I confirm that at least one of the child's parents have attended the main act of worship at _____ Church, at least twice a month, for a minimum of 6 months prior to application. This church is a member of the Churches Together in Britain and Ireland, or of the Evangelical Alliance.

Signed: _____

Date: _____

Position Held: _____

Minister's name: _____

Telephone: _____

Minister's address: _____



Appendix – Supplementary Information Form

**Supplementary information form for applicants applying
under the criterion for Children of Staff 2026/2027**

Applicants who wish to be considered for priority under the criterion for Children of Staff must complete this form, in addition to the common application form, by:

- Applications for Year 7 in September 2026 – **31st October 2025**
- Applications for Reception or Year 3 in September 2026 – **15th January 2026**
-

1. Child's details:

Surname:

.....

Forename:

.....

Date of Birth:

.....

2. Parent/Guardian's details:

Surname:

.....

Forename:

.....

Name of school where employed:

.....

Date of employment commenced:

.....

Address:

.....

.....

.....

Post Code:

Tel. No. (Home)



Mobile:

Email:

Declaration

I am a permanent member of staff in accordance with the school's admissions policy:

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

Signature of parent/guardian:

.....

Date:

Once completed this form must be returned to:

Greensand MAT Central Team
c/o Reigate School
Pendleton Road
Reigate
Surrey RH2 7NT



University of Brighton

Academies Trust



**DESMOND
ANDERSON
PRIMARY ACADEMY**

The University of Brighton Academies Trust is the admissions authority for all academies in the Trust and the oversubscription criteria for each academy are published on the academy website.

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

Children who have attended the academy nursery for a minimum of two full terms immediately prior to the Reception admission application deadline

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 relevant 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 and submit to the Local Authority.
- For staff applications, the application for admission in the staff category must be submitted by the qualifying staff member with parental responsibility.

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

Childs details	
Forenames in full	
Surname	
Date of birth	
Home address	

Parent/carers details	
Forename	

Inspiring our children and staff to flourish and achieve their best

Surname	
Telephone number	
Email address	
Home address	

For staff applications only	
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?	

For applications from nursery only	
Date of enrolment at nursery	

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.

Desmond Anderson Primary Academy
Anderson Road
Tilgate
West Sussex
RH10 5EA

office@desmondandersonprimaryacademy.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 in September must be submitted by **15 January 2026**

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 indicate (X) as appropriate:

I have a permanent contract of employment with GLF Schools, AND	
The school for which I am applying is my named base in my contract of employment, AND	
I have been employed at the school for two or more years (at the closing date for applications), OR	
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:	

Forge Wood Primary School
Somery Drive, Crawley, Sussex RH10 3NP



GATWICK
SCHOOL

23 Gatwick Road, Crawley, West Sussex RH10 9TP

Telephone: 01293 538779

Email: info@thegatwickschool.org.uk

Supplementary Information Form

To be completed for applications under criterion 2 (Children of Staff)

Applications for entry on a staff basis must be supported by submission of this form which may be obtained from the Admissions Officer.

Name of child: Surname:

Forenames:

Date of Birth:

Name of Member of Staff:

Address:

.....

Tel numbers: Home Mobile

E-mail.....

I am a member of staff as defined in the school's admissions policy: (please delete as appropriate)

- I am a member of staff and have been working at the school for at least two years; or
- I meet a skills shortage;

Signature of parent/guardian.....

Date.....

Approved by The Gatwick School Date.....

Once completed this form should be returned to the Admissions Officer, The Gatwick School, 23 Gatwick Road, Crawley, West Sussex RH10 9TP

For September 2026 Year R applications, the form must be returned by **15 January 2026**.

For September 2026 Year 7 applications, the form must be returned by **31 October 2025**



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 2026-27

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 2025–26, the completed SIF, together with all supporting documents, should be returned to the school by **15 January 2025**.
- For an In-Year Admission in the Year 2026–27, 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 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:	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 **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 2025 is: **15 January 2026.**

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



The University of Brighton Academies Trust is the admissions authority for all academies in the Trust and the oversubscription criteria for each academy are published on the academy website.

So that the application can be considered by the Local Governing Body 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 and submit to the Local Authority.
- Application for admission in the staff category must be submitted by the qualifying staff member with parental responsibility.

Academy applied to	
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Childs details	
Forenames in full	
Surname	
Date of birth	
Home address	

Parent/carers details	
Forename	
Surname	

Inspiring our children and staff to flourish and achieve their best

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.

Pound Hill Infant Academy
Crawley Lane
Pound Hill
Crawley
West Sussex
RH10 7EB

office@phiacademy.org.uk

Appendix 1

Supplementary Information Form

For applicants to Southgate Primary School applying under the criterion of Children of Staff for academic year 2026-27

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 in September must be submitted by **15 January 2026**

Please note that if this supplementary form is submitted after the above deadline, it may not be considered until after the initial allocation of places.

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 indicate (X) as appropriate:

I have a permanent contract of employment with GLF Schools, AND	
The school for which I am applying is my named base in my contract of employment, AND	
I have been employed at the school for two or more years (at the closing date for applications), OR	
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:

Admissions Officer
Southgate Primary School
Barrington Road
Southgate
Crawley RH10 6DG

**Supplementary Information Form
for admission to St. Andrew's C.E. Primary School
in September 2026**

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			☐ Male ☐ 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:

☐	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		
☐	The child named below has parents/legal carers who are regular(*) worshippers at other(**) Christian churches (<i>criteria 3</i>)		
<table style="width: 100%;"> <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.

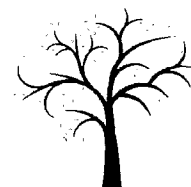
In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church 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?	☐ Yes ☐ No
Do they attend Sunday worship regularly (at least once a month)?	☐ Yes ☐ No
How long have the family been members of your Church?	
Vicar/Minister of Name of Church : Contact telephone no. Signed : Date: Print Name: ☐ I confirm that this church is a full member of Churches Together in Britain & Ireland, the Evangelical Alliance, or The Sussex Gospel Partnership.	



WEST SUSSEX COUNTY COUNCIL
St. Andrew's Church of England Primary School
Growing Learners to live in God's World



Our deeply Christian ethos inspires our service to God and our community. Empowering children with transferrable knowledge and skills, and excellence in learning through our ambitious curriculum, prepares them for future success in a global and digital world. Young minds are encouraged to collaborate, be curious and deepen their understanding through fun, purposeful and memorable learning experiences. Children feel happy, safe, included and valued; confident in self-management and expression. Local and global partnerships enrich and enhance children's opportunities, choice and experiences.

SUPPLEMENTARY INFORMATION FORM FOR ADMISSION IN 2026/2027

This form should be completed when applying for a place at St. Andrew's CE Primary School, **only if you meet the following conditions:**

- Your child has a parent, step-parent, adoptive parent or carer who is employed by St. Andrew's CE Primary School

PLEASE NOTE: You must also complete and return a Common Application Form (available from and returnable to West Sussex). You can do this online at www.westsussex.gov.uk/admissions

Please complete all sections of the St. Andrew's CE Primary School Supplementary Information Form below using BLOCK CAPITALS for handwritten responses. If the form is not completed, applications will be considered only on the basis of information provided to the Local Authority.

Surname of child	
Forename(s) of child	
Male or female	
Date of birth	
Child's home address*	
Post Code	

**This should be a residential property that is the home address already recorded on the Local Authority's database.*

Does your child have a parent, step-parent, adoptive parent or carer who works for St. Andrew's CE Primary School	Yes *
	No

**Full name of parent who works at St. Andrew's CE Primary School:*

.....

I confirm that I have completed or will complete a Local Authority Common Application Form

Yes No



Weald Drive, Crawley, RH10 6NU

01293 529006

office@stap.school

www.st-andrews-crawley.w-sussex.sch.uk



2022-2023

2021-22

I confirm that the information I have given on this form is accurate and truthful. I understand that I must notify St. Andrew's CE Primary School immediately if there is any change to these details and that should any information I have given prove false, the Governors may withdraw any offer of a place even if the child has already started school.

Signature..... Date

Please return this form to St. Andrew's CE Primary School, Weald Drive, Furnace Green, Crawley, RH10 6NU or by email to office@stap.school



Weald Drive, Crawley, RH10 6NU
01293 529006
office@stap.school
www.st-andrews-crawley.w-sussex.sch.uk





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 2026-27

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 2026–27, the completed SIF, together with all supporting documents, should be returned to the school by **15 January 2026**.
- For an In-Year Admission in the Year 2026–27, 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 <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.**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 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)
 - ☐ 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 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 2026 is: **15 January 2026.**

To be completed by those wishing to apply on the basis of being a member of staff at St Margaret's CE Primary and Nursery School continuously for the two years prior to the application for admission; or staff recruited to fill a vacant post for which there is a demonstrable skill shortage.

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

FOR CHURCH USE ONLY:

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

The information on this form may be used in the event of an appeal.
It is the parents / carers responsibility to ensure the fully completed form is returned to the school / academy by the application deadline. Please send this form to:
St Margaret's CE Primary School, The Mardens, Ifield, Crawley, RH11 0AQ

Appendix B: Supplementary Information Form and Clergy Form



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 [criteria 3, 5, 8, 10, 11] of the oversubscription criteria. The governors of [Holy Trinity CE Primary School] give priority under [criteria 3, 5, 8, 10, 11] 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.

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: [Mrs Ann MacGregor, Headteacher, Holy Trinity CE Primary School, Glebe Road, Cuckfield, RH17 5BQ]

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 [criteria 3, 5, 8, 10, 11] 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 454295] 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	
Have you attended [name of church] at least an average of once a month for the last twelve months preceding the date of application	YES/NO

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

NOTE: The information on this form may be used in the event of an appeal. It is the Parent(s) / guardian(s) / carer(s) responsibility to ensure the fully completed form is returned to the school by the application deadline.

[Holy Trinity, Cuckfield] Clergy Form

I/We* am/are* applying for a place at [Holy Trinity CE Primary School] for our child.

To be completed by Parent/Guardian

Child's Name:

Parent/Guardian's Name:

The governors of [Holy Trinity CE Primary School] give priority under over subscription [Criteria 3, 5, 8, 9, 10, 11] 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.

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: [[Mrs Ann MacGregor, Headteacher, Holy Trinity CE Primary School, Glebe Road, Cuckfield, RH17 5BQ]]

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.

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

NOTE: The information on this form may be used in the event of an appeal. It is the Parent(s) / guardian(s) / carer(s) responsibility to ensure the fully completed form is returned to the school by the application deadline.



ACADEMIC YEAR: 2026/27

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.

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:

Primary Contact Number:

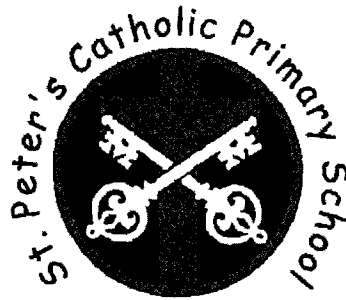
I understand that this form **is not** an offer of a school place and I confirm that the information given above is correct.

Signed:

Date:

Please return this form to:

**Admin Officer
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@stpeterseq.co.uk

www.stpeterseastgrinstead.co.uk

SUPPLEMENTARY INFORMATION FORM

For admission in 2026-27

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 2026–27, the completed SIF, together with all supporting documents, should be returned to the school by **15 January 2026**.
- For an In-Year Admission in the Year 2026–27, 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 East Grinstead & Lingfield?

Yes

☐

No

☐A zoomable map of the parish can be viewed 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.**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)

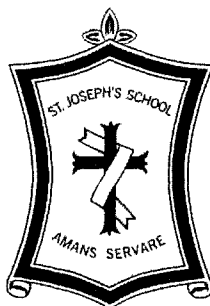
Additional Note for Catholic applicants:

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 2026 is: **15 January 2026.**



St Joseph's Catholic Primary School

A Catholic School in the Diocese of Arundel and Brighton

Hazeltown 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 2026-27

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 2026–27, the completed SIF, together with all supporting documents, should be returned to the school by **15 January 2026**.
- For an In-Year Admission in the Year 2026-27, 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 2026 is: **15 January 2026.**

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/our-school/policies-plans> 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 4 or 5 of the oversubscription criteria. The governors of St Wilfrid's Church of England School give priority under criterion 4 or 5 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.

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 4 or 5 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 4 Do you regularly attend one of these churches:	St Wilfrid's	
	The Ascension	
	The Presentation	
	St Richard's	
Oversubscription Criterion 5 Do you regularly attend a place of Christian worship other than those above, in membership of:	Churches Together in England and Wales	
Do you regularly attend a place of Christian worship other than those above, in membership of:	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

NOTE: The information on this form may be used in the event of an appeal. It is the Parent(s) / guardian(s) / carer(s) responsibility to ensure the fully completed form is returned to the school by the application deadline.

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 4 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 5.

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.	Yes / No*
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

NOTE: The information on this form may be used in the event of an appeal. It is the Parent(s) / guardian(s) / carer(s) responsibility to ensure the fully completed form is returned to the school by the application deadline.



**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 2026

Please complete a separate supplementary information form for each child.

Full name of child

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 attach a faith reference form.

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

FAITH LEADER REFERENCE FORM

The Governors of All Saints CE 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. The Governors also 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)

Name and title (in capitals)

Signed Date

Appendix 1

Supplementary Information Form

For applicants to Kilnwood Vale Primary School applying under the criterion of Children of Staff for academic year 2026-27

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 in September must be submitted by **15 January 2026**

Please note that if this supplementary form is submitted after the above deadline, it may not be considered until after the initial allocation of places.

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 indicate (X) as appropriate:

I have a permanent contract of employment with GLF Schools, AND	
The school for which I am applying is my named base in my contract of employment, AND	
I have been employed at the school for two or more years (at the closing date for applications), OR	
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:

Admissions Officer

Kilnwood Vale Primary School

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 2026-27

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 2026-27, the completed SIF, together with all supporting documents, should be returned to the school by **16th January 2026**.
- For an In-Year Admission in the Year 2026-27, 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
AddressIs the child resident in the parish of Horsham, Billingshurst &
West Grinstead or Henfield?Yes ☐No ☐(Zoomable maps of the parishes 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, 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 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)
 - ☐ 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 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 2026 is: **15 January 2026.**

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

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: _____

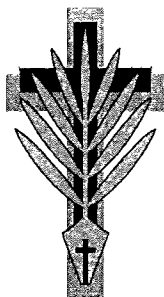
Date: _____ Print Name : _____ Position:

_____ 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.



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 2026-2027

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 2026–27, the completed SIF, together with all supporting documents, should be returned to the school by **15 January 2026**.
- For an In-Year Admission in the Year 2026–27, 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?Yes ☐No ☐(Zoomable maps of the parishes are available at: www.abdiocese.org.uk/Parishes)

Home Telephone Number

Proposed Date of Admission

Parent/Carer details

Name (in full)

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

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

Name of child: Year Group: Name of child: Year Group: Name of child: Year Group: **Applications for Catholic children - evidence required:**

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

Yes ☐No ☐

Date of Baptism

 / /

Parish where child baptised

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

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 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)
 - ☐ Letter from priest and certificate of Baptism / Reception (for members of an Orthodox Church)
 - ☐ Letter from minister of religion confirming membership of other Christian denomination (for members of other Christian denominations)
 - ☐ Letter from faith leader confirming membership of other faith (for members of other faiths)

Additional Note for Catholic applicants:

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

When you have completed this form please return it (together with supporting documentation, if applicable) to: The Admissions Manager at St 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 2026 is: **15 January 2026.**

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
Respect – Nurture – Inspire – 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.

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 2026

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)

For criteria 2 or 7 please state sibling name _____ Year Group _____

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



University of Brighton

Academies Trust



BLACKTHORNE
COMMUNITY
PRIMARY ACADEMY

The University of Brighton Academies Trust is the admissions authority for all academies in the Trust and the oversubscription criteria for each academy are published on the academy website.

So that the application can be considered by the Local Governing Body 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 and submit to the Local Authority.
- Application for admission in the staff category must be submitted by the qualifying staff member with parental responsibility.

Academy applied to	
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Childs details	
Forenames in full	
Surname	
Date of birth	
Home address	

Parent/carer details	
Forename	
Surname	

Inspiring our children and staff to flourish and achieve their best

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.

Blackthorns Community Primary Academy
Blackthorns Close
Lindfield
West Sussex
RH16 2UA

office@blackthornsprimaryacademy.org.uk



University of Brighton

Academies Trust



LINDFIELD
PRIMARY
ACADEMY

The University of Brighton Academies Trust is the admissions authority for all academies in the Trust and the oversubscription criteria for each academy are published on the academy website.

So that the application can be considered by the Local Governing Body 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 and submit to the Local Authority.
- Application for admission in the staff category must be submitted by the qualifying staff member with parental responsibility.

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

Childs details	
Forenames in full	
Surname	
Date of birth	
Home address	

Parent/carers details	
Forename	
Surname	

Inspiring our children and staff to flourish and achieve their best

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.

Lindfield Primary Academy
School Lane
Lindfield
West Sussex
RH16 2DX

office@lindfieldprimaryacademy.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 2026

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 2026

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 2026/2027.

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:

