

**Information for Parents**  
**Starting School in September 2025**  
**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.

<b>Town</b>	<b>School Name</b>
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](mailto:office@stwilfridsbh.org.uk)  
[www.st-wilfrids-burgesshill.w-sussex.sch.uk](http://www.st-wilfrids-burgesshill.w-sussex.sch.uk)

## SUPPLEMENTARY INFORMATION FORM

### For admission in 2025-26

#### 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 2025-26, the completed SIF, together with all supporting documents, should be returned to the school as soon as possible.
- If you are applying to more than one Catholic school, you will need to fill out a separate SIF for each school.
- You **must** also complete the local authority Common Application Form (CAF). The SIF is not valid without the CAF.

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

Surname

Forenames (in full)

Date of birth:

Child's Home  
Address

Is the child resident in the parish of Burgess Hill &amp; 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/carer)**

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

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

Yes  No

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

Signed:

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

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

Date:

**IMPORTANT CHECKLIST:**

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

**Additional Note for Catholic applicants:**

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

**When you have completed this form please return it (together with supporting documentation, if applicable) to: The Admissions Manager at St Wilfrid's Catholic Primary School, School Close, Queen Elizabeth Avenue, Burgess Hill, West Sussex RH15 9RJ**

**Reminder:**

The closing date for return of this form for a Reception Year place for September 2025 is: **15 January 2025.**

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 2025

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

<b>CHILD'S DETAILS</b>	
Surname: .....	Forename: .....
Middle Name(s): .....	
Date of Birth: .....	Male / Female*
Address: .....	
Postcode: .....	Home Telephone No.: .....

<b>APPLICANT'S DETAILS</b>	
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:

# Admissions – Supplementary Information Form for children of staff members

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

The oversubscription criteria for each academy are published on the individual academy website and on the Trust website [www.brightonacademiestrust.org.uk](http://www.brightonacademiestrust.org.uk)

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

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

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

Please note:

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

<b>Academy applied to</b>	
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<b>Childs details</b>	
Forenames in full	
Surname	
Date of birth	
Home address	

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

Telephone number	
Email address	
Home address	

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

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

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

## 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 2025**

#### 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, <b>AND</b>	
The school for which I am applying is my named base in my contract of employment, <b>AND</b>	
I have been employed at the school for two or more years (at the closing date for applications), <b>OR</b>	
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 2025 Year R applications, the form must be returned by **15 January 2025**.  
For September 2025 Year 7 applications, the form must be returned by **31 October 2024**



**Supplementary information form for applicants applying under the criterion for  
Children of Staff 2025**

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 2024 – **31 October 2024**
- Applications for Reception and Year 3 in September 2024 – **15 January 2025**

**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 local authority'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



# 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](mailto:info@olqoh.com)

[www.olqoh.com](http://www.olqoh.com)

## SUPPLEMENTARY INFORMATION FORM

### For admission in 2025-26

#### 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 2025–26, 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? Yes  No   
(Zoomable parish maps are available at <https://www.abdiocese.org.uk/education/find-a-school> )

Home Telephone Number

Proposed Date of Admission

**Parent/Carer details**

Name (in full)

Address (if different from child)

Contact telephone number(s)

Email Address

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

Name of child:	<input type="text"/>	Year Group	<input type="text"/>
Name of child:	<input type="text"/>	Year Group	<input type="text"/>
Name of child:	<input type="text"/>	Year Group	<input type="text"/>

**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 2025.**

# Admissions – Supplementary Information Form for children of staff members

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

The oversubscription criteria for each academy are published on the individual academy website and on the Trust website [www.brightonacademiestrust.org.uk](http://www.brightonacademiestrust.org.uk)

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

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

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

Please note:

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

<b>Academy applied to</b>	
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<b>Childs details</b>	
Forenames in full	
Surname	
Date of birth	
Home address	

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

Telephone number	
Email address	
Home address	

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

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

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

## Appendix 1

### Supplementary Information Form

#### For applicants applying under the criterion of Children of Staff

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

- Applications for Reception in September must be submitted by **15 January 2025**

#### 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, <b>AND</b>	
The school for which I am applying is my named base in my contract of employment, <b>AND</b>	
I have been employed at the school for two or more years (at the closing date for applications), <b>OR</b>	
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:	

Southgate Primary School  
Barrington Road, Southgate, Crawley RH10 6DG

**Supplementary Information Form  
for admission to St. Andrew's C.E. Primary School  
in September 2025**

*Growing learners to live in God's world*



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

Surname of Child		Date of Birth	
First Name			<input type="checkbox"/> Male <input type="checkbox"/> Female
Child's Address			Telephone
	Post Code		
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> )
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

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



# St Francis of Assisi Catholic Primary School

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

Southgate Drive, Crawley, West Sussex, RH10 6HD

Telephone: 01293 521009

Email: [office@stfrancisassisi.org.uk](mailto:office@stfrancisassisi.org.uk)

[www.stfranciscrawley.org](http://www.stfranciscrawley.org)

## SUPPLEMENTARY INFORMATION FORM

### For admission in 2025-26

#### 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 2025–26, 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 2025 is: **15 January 2025.**



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

**ADMISSION FORM FOR PUPIL PLACE**

Applicants are requested first to read carefully the ADMISSION POLICY on page 3 of this form.  
 If this application is for a child to enter Reception Class in September 2025, then  
**THE FINAL DATE FOR APPLICATION IS 15 January 2025. PLEASE NOTE THE LOCAL AUTHORITY FORM MUST ALSO BE COMPLETED AND RETURNED BY THIS DATE**

**PART A** (To be completed by all applicants)

Date of this application:

Child's surname: \_\_\_\_\_ Child's forename(s): \_\_\_\_\_ Child's date of birth: \_\_\_\_\_ Child's gender: \_\_\_\_\_  
 Male / Female

Full Names of Parents:

Address (including Post Code):

Home telephone number (including area code): \_\_\_\_\_ Mobile telephone numbers: \_\_\_\_\_  
 E mail: \_\_\_\_\_

**PART B** (To be completed by all applicants)

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

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

1	2	3	4	5	6
---	---	---	---	---	---

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

<b>YES / NO</b>
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**PART C** (To be completed by applicants applying under criteria 1 or 4 of the school's Admission Policy)

Please list the names & addresses (e.g. of your General Medical Practitioner or of any other agency) who will support your application for your child. Please attach any supporting documents from them to this form; documentary evidence is required from a doctor, a social worker, an educational welfare officer, or a similar professional.

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

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

Signed by a parent or guardian ..... Date .....

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

**To be completed and returned confidentially to the School by a senior member of the clergy to support the application of those applying under Criterion 2 of the School's Admission Policy.**

**St. Margaret's CE Primary School, The Mardens, Ifield, Crawley, West Sussex RH11 0AQ**

Name of child:

Date of birth:

Name of member of clergy:

Position held:

Telephone number (including area code):

Email Address:

Name and address of place of worship:

Denomination:  
Anglican

Denomination:  
Other

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

**Yes / No**

Official Church Stamp

In cases of doubt please contact the school on 01293 521077

Signed by the member of clergy .....

Date .....

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



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

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

Child's surname: .....

Christian names(s): .....

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

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

Address: .....

Postcode: .....

Telephone: .....

Email address: .....

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

Names of any siblings currently attending Holy Trinity\*  
.....

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

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

School Phone\*. .....

Signed parent/guardian ..... Date .....

**COVID-19**

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

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

**Church Reference Section**

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

**To be completed by the parent:**

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

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

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

Church address: .....  
.....  
.....

Signed parent/guardian .....

Date .....

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

Name:.....

Title:.....

Signed:.....

Date:.....



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.

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**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@stpeterseg.co.uk](mailto:office@stpeterseg.co.uk)

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

## SUPPLEMENTARY INFORMATION FORM

### For admission in 2025-26

#### 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 2025–26, 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**

<b>Child Details</b>	
Surname	<input type="text"/>
Forenames (in full)	<input type="text"/>
Date of birth:	<input type="text" value="/"/> <input type="text" value="/"/>
Child's Home Address	<input type="text"/>
	<input type="text"/>
	<input type="text" value="Post Code:"/>
Is the child resident in the parish of East Grinstead & Lingfield?	Yes <input type="checkbox"/> No <input type="checkbox"/>
A zoomable map of the parish can be viewed at: <a href="https://www.abdiocese.org.uk/education/find-a-school">https://www.abdiocese.org.uk/education/find-a-school</a>	
Home Telephone Number	<input type="text"/>
Proposed Date of Admission	<input type="text"/>

<b>Parent/Carer details</b>	
Name (in full)	<input type="text"/>
Address (if different from child)	<input type="text"/>
Contact telephone number(s)	<input type="text"/>
Email Address	<input type="text"/>
<p><b>Brothers/Sisters:</b> When completing the Local Authority's Common Application Form (CAF), it is important that you provide details of any brothers and sisters who will be attending this school at the proposed time of admission. If this information is not provided on the CAF, the governors may not be able to place the application within the correct criteria. As a 'back-up mechanism', if you would also like to confirm to governors here (<b>NB this is optional</b>), that there will be a brother/sister at the school at the time of admission, please list below the Name(s)/Year Group(s) of the brother(s) &amp;/or sister(s):</p>	
Name of child: _____	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)

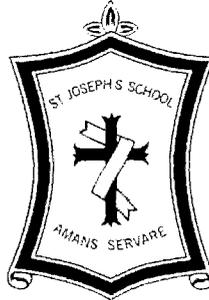
**Additional Note for Catholic applicants:**

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 2025 is: **15 January 2025.**



# St Joseph's Catholic Primary School

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

Hazelgrove Road, Haywards Heath, West Sussex RH16 3PQ

Telephone: 01444 452584 Fax: 01444 414760

Email: [office@stjosephshh.org.uk](mailto:office@stjosephshh.org.uk)

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

## SUPPLEMENTARY INFORMATION FORM

### For admission in 2025-26

#### 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 2025–26, the completed SIF, together with all supporting documents, should be returned to the school as soon as possible.
- If you are applying to more than one Catholic school, you will need to fill out a separate SIF for each school.
- You **must** also complete the local authority Common Application Form (CAF). The SIF is not valid without the CAF.

**PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS**

**Child Details**

Surname

Forenames (in full)

Date of birth:

Child's Home Address

Is the child resident in the parish of 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 2025 is: **15 January 2025.**

*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.*



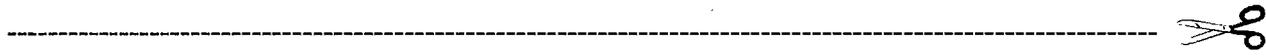
**Diocese of Arundel & Brighton – Lewes Deanery**  
**St Joseph's Catholic Primary School, Hazelgrove Road, Haywards Heath, RH16 3PQ**  
**Tel: 01444 452584 Fax: 01444 414760**

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 15<sup>th</sup> 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 15<sup>th</sup> 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

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

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

<b>Church attendance</b>		
<b>Oversubscription Criterion 4</b> Do you regularly attend one of these churches:	St Wilfrid's	
	The Ascension	
	The Presentation	
	St Richard's	
<b>Oversubscription Criterion 5</b> 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.

<b>To be completed by Parent/Guardian</b>	
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 15<sup>th</sup> JANUARY**.

<b>To be completed by Vicar/Minister (or Church Officer during a vacancy):</b>	
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.**



**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 2025**

*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](mailto: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 applying under the criterion of Children of Staff

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

- Applications for Reception in September must be submitted by **15 January 2025**

#### 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, <b>AND</b>	
The school for which I am applying is my named base in my contract of employment, <b>AND</b>	
I have been employed at the school for two or more years (at the closing date for applications), <b>OR</b>	
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:	

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](mailto:office@stjohnshorsham.school)

[www.stjohnshorsham.school](http://www.stjohnshorsham.school)

## SUPPLEMENTARY INFORMATION FORM

### For admission in 2025-26

#### 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 **15th January 2025**.
- For an In-Year Admission in the Year 2025-26, the completed SIF, together with all supporting documents, should be returned to the school as soon as possible.
- If you are applying to more than one Catholic school, you will need to fill out a separate SIF for each school.
- You **must** also complete the local authority Common Application Form (CAF) The SIF is not valid without the CAF.

**PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS**

**Child Details**

Surname

Forenames (in full)

Date of birth:

Child's Home Address

Is the child resident in the parish of 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 2025 is: **15 January 2025.**

**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.

**Clergy / Leader of the Church to complete**

I confirm that \_\_\_\_\_ (parents\*)

worship at \_\_\_\_\_ (Church)

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name : \_\_\_\_\_ Position: \_\_\_\_\_

Address and telephone number (for verification purposes):

\_\_\_\_\_  
\_\_\_\_\_

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

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

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



# St Robert Southwell Catholic Primary School

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

Lambs Farm Road, Horsham, West Sussex RH12 4LP

Telephone: 01403 252357

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

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

## SUPPLEMENTARY INFORMATION FORM

### For admission in 2025-2026

#### Important note to Parent/Carer:

- If you are expressing a preference for a place for your child at this school and wish to apply in connection with one of the faith criteria, you should complete this Supplementary Information Form (SIF).
- If you do not complete the SIF and return it to the school with all supporting documents by the closing date, your child may not be placed in the appropriate faith criterion. This is likely to affect your child's chance of being offered a place.
- For a Reception Year Admission in the normal admissions round for the Year 2024–25, the completed SIF, together with all supporting documents, should be returned to the school by **15 January 2025**.
- For an In-Year Admission in the Year 2025–26, 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**

<b>Child Details</b>			
Surname	<input type="text"/>		
Forenames (in full)	<input type="text"/>		
Gender	Boy <input type="checkbox"/>	Girl <input type="checkbox"/>	Date of birth: <input type="text"/> / <input type="text"/> / <input type="text"/>
Child's Home Address	<input type="text"/>		
	<input type="text"/>		
	Post Code: <input type="text"/>		
Is the child resident in the parish of Horsham & West Grinstead or Billingshurst or Henfield? Yes <input type="checkbox"/> No <input type="checkbox"/>			
(Zoomable maps of the parishes are available at: <a href="http://www.abdiocese.org.uk/Parishes">www.abdiocese.org.uk/Parishes</a> )			
Home Telephone Number	<input type="text"/>		
Proposed Date of Admission	<input type="text"/>		

<b>Parent/Carer details</b>	
Name (in full)	<input type="text"/>
Address (if different from child)	<input type="text"/>
Contact telephone number(s)	<input type="text"/>
Email Address	<input type="text"/>
<p><b>Brothers/Sisters:</b> When completing the Local Authority's Common Application Form (CAF), it is important that you provide details of any brothers and sisters who will be attending this school at the proposed time of admission. If this information is not provided on the CAF, the governors may not be able to place the application within the correct criteria. As a 'back-up mechanism', if you would also like to confirm to governors here (<b>NB this is optional</b>), that there will be a brother/sister at the school at the time of admission, please list below the Name(s)/Year Group(s) of the brother(s) &amp;/or sister(s):</p>	
Name of child: _____	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 2023 is: **15 January 2025.**

**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/Carer of	

<b>To be completed by the applicant if applying under criteria 3 or 8</b>		
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/Carer of		

<b>To be completed by the Priest/Minister/Worship Leader</b>	
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 2025**

**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:  Post Code:  Tel. No: Mob No:  Email:		Parent(s)'s name(s)	

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.

## **ADMISSIONS POLICY FOR 2024-25**

The Governing Body has determined as its oversubscription criteria the following order of priority for admission; the admission number is 90.

- Criterion 1 Looked After Children (children in public care) and Previously Looked After Children
- Criterion 2 Children of parents resident in the Ecclesiastical Parish of Hurstpierpoint with siblings registered in the school for the forthcoming year who will still be on roll at the beginning of Autumn Term 2023.
- Criterion 3 Children of parents who regularly\* worship at the Parish Church of the Holy Trinity Hurstpierpoint and are resident in the Ecclesiastical Parish of Hurstpierpoint.
- Criterion 4 Children of parents who regularly\* worship at other Christian Churches\*\* and are resident in the Ecclesiastical Parish of Hurstpierpoint.
- Criterion 5 Children (of parents resident in the Ecclesiastical Parish of Hurstpierpoint) who need a place at the academy on exceptional and compelling social, psychological or medical grounds. Evidence must be provided on application.
- Criterion 6 Children of parents resident in the Ecclesiastical Parish of Hurstpierpoint not included in criteria 1-5 above.
- Criterion 7 Children with siblings registered in the school for the forthcoming year who will still be on roll at the beginning of Autumn Term 2023 not included in 1-6 above.
- Criterion 8 Children of parents who regularly\* worship at the Parish Church of the Holy Trinity and are not resident in the Ecclesiastical Parish of Hurstpierpoint.
- Criterion 9 Children of parents who regularly\* worship at other Christian Churches\*\* and are not resident in the Ecclesiastical parish of Hurstpierpoint.
- Criterion 10 Children not included in criteria 1-9 above.

### **Over-subscription**

In the event of the total number of applicants exceeding the number of places available, the Governors will base tie-breaking decisions on the shortest distance by straight line from the home to the school (from a central point in each building), using address point data supplied from the LA's geographical database.

\* Regularly is taken to mean at least once a month for a period of at least two years by the national closing date for application.



**CLERGY FORM**

Parents applying under criteria 3, 4, 8 and 9 of the School's Admission Policy are required to submit a reference from a priest or minister in support of their application for a place.

They must worship regularly at the church, which means at least once a month over a period of two years. (Those who have moved church during this period should also obtain a statement from their previous priest or minister).

In this context, 'parents' is taken to include legal guardians and also includes either or both parents or a sole parent. In all such cases the application will be treated equally.

**Head Teacher**

---

To the Admissions Panel, St Lawrence C E Aided Primary School, Hurstpierpoint

I wish to apply for entry under criterion 3, 4, 8 or 9 (please delete as necessary) and enclose the attached form signed by my Rector, Parish Priest or Minister.

..... Date: .....  
Signed by parent or guardian

---

To the Admissions Panel, St Lawrence C E Aided Primary School, Hurstpierpoint

From the Reverend .....

Rector/Parish Priest/Minister of ..... Church

I confirm that ..... regularly worship(s) at this Church.

Signed ..... Date .....  
(Regularly in this context means at least once each month over the past two years)

# Admissions – Supplementary Information Form for children of staff members

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

The oversubscription criteria for each academy are published on the individual academy website and on the Trust website [www.brightonacademiestrust.org.uk](http://www.brightonacademiestrust.org.uk)

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

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

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

Please note:

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

<b>Academy applied to</b>	
---------------------------	--

<b>Childs details</b>	
Forenames in full	
Surname	
Date of birth	
Home address	

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

Telephone number	
Email address	
Home address	

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

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

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

**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 \_\_\_\_\_





# Clergy Form – For Entry September 2025

**Name of Parent:** .....

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

**Name of Child:** .....

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

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

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

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

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

I confirm that ..... (insert name of parent)

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

Signed: ..... Date: .....

Print name: ..... Position: .....

Address and Telephone Number (For verification purposes):

Address: .....

..... Postcode: .....

Telephone Number: .....

