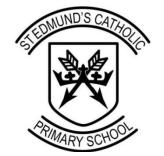
## SIF - PRIVATE AND CONFIDENTIAL



# St Edmund's Catholic Primary School

A Catholic School in the Diocese of Arundel and Brighton

The Drive, Godalming, Surrey GU7 1PF Telephone/Fax: 01483 414497 Email: <u>info@stedmunds.surrey.sch.uk</u> www.stedmundsschool.co.uk

# SUPPLEMENTARY INFORMATION FORM

## For admission in 2023-24

Important note to Parent/Carer:

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

### PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS

Child Details
Surname
orenames (in full)
Date of birth:
Child's Home
Post Code:
s the child resident in the parish of Godalming? Yes No
Iome Telephone Number
Proposed Date of Admission

Parent/Carer details				
Name (in full)				
Address (if different from child)				
Contact telephone number(s)				
Email Address				
details of any sibli provided on the C mechanism', if yo	a completing the Local Authority's Common Application Form (CAF), it is important that you provide ings who will be attending this school at the proposed time of admission. If this information is not AF, the governors may not be able to place the application within the correct criteria. As a 'back-up u would also like to confirm to governors here ( <b>NB this is optional</b> ), that there will be a ne school at the time of admission, please list below the Name(s)/Year Group(s) of the siblings:			
Name of child:	Year Group:			
	Year Group:			
	Year Group:			

Applications fo	r Catholic child	ren - evidence required:	
My child is a Bap	tised Catholic or I	has been received into the Church	Yes No
Date of Baptism	/ /	Parish where child baptise	d d
Note: The original	Certificate of Baptis	sm/Reception into the Church must be includ	ed with this application.
Present Parish *'	**:		
••		ported by the Parish Priest's signatu p the box below ***	re and stamp. Please ask
NOTE: This box to b	e completed by priest(s	s) only	
Name of Parish	n Priest(s):		
Signature of Pa	arish Priest(s):		
Date: /	/	Affix Parish stamp(s) or seal(s), right:	
*** The priest		be the priest where the parent/carer nor	mally warphin or if they do not

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

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

### Children with Exceptional and Compelling Needs:

Parents/carers wishing to have an Exceptional and Compelling Need considered with their application (criterion 2 or criterion 9 of the Admissions Policy) must submit original independent professional evidence which explains clearly why it is essential to attend St Edmund's Catholic Primary School. The supporting evidence from the qualified professional must detail fully the child's needs and address the reason why these needs can only be met at St Edmund's Catholic Primary School. (The evidence should be addressed to the Chair of Governors and either posted to the school by recorded delivery or, alternatively, handed to the school office and a receipt received). For entry into the Reception Year in September 2023, the evidence should be received by the closing date for applications of 15 January 2023. Please also refer to *note k*. of the Admissions Policy.

No

Yes

#### 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 Edmund's Catholic Primary School, Godalming as one of my preferred schools

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).

Sig	ne	d:

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

Parent/Carer Signature:

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, the original:
  - 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 for children of Catechumens)
  - Confirmatory letter from the priest (for applications for children of Candidates for Reception)
  - Letter from priest and Certificate of Baptism or Reception (for members of an Orthodox Church)
  - □ Evidence of Exceptional or Compelling Need (if applicable) refer to note on page 3 of this form and note k. of the Admissions Policy

#### 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 Edmund's Catholic Primary School, The Drive, Godalming, Surrey, GÚ7 1PF.

#### **Reminder:**

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