



Diocese of Westminster
Saint Michael Catholic Primary School
Supplementary Information Form
2019-20

If you are expressing a preference for a place for your child at Saint Michael Catholic Primary School in Surrey **and wish to apply under a faith criterion** (oversubscription categories 1, 2, 3, 4, 5, 6 or 8), you should complete this Supplementary Information Form and return it to the school in person. Please ensure you receive a receipt. We cannot accept responsibility for forms lost in the post.

- The completed Supplementary Information Form, together with all supporting documentation (see Notes below), should be **returned to the Admissions Assistant at the school by the closing date, insert 15th January 2019.**
- If you are applying to more than one Catholic school or academy you will need to complete a separate Supplementary Information Form for each school/academy.
- **If you do not provide the information required in this form and return it to the school, with all supporting documentation, by the closing date, your child may not be placed in the appropriate faith category and this is likely to affect your child's chance of being offered a place.**
- Remember – you **must** also complete Common Application Form

Name of child:	
Address of child:	_____ _____ _____
Parent/Carer Name:	
Parent/Carer address (if different from above)	_____ _____ _____

Please read the school's Admission Policy, noting in particular any faith criteria, and your Local Authority booklet/website, before completing this form.

NOTE: When completing the Common Application Form, **it is important that you provide details of any siblings (brothers or sisters) who will be attending the Catholic school at the proposed time of admission.** If this information is not provided the admission authority of the Catholic school may not be able to place the application within the correct criteria.



Religious Status of child (please indicate by placing a tick in the appropriate box – please note that a tick should be indicated in only a single box)

Criteria	Tick One Box	Evidence [insert details in accordance with the Notes below]
1. Catholic with a Certificate of Catholic Practice (see notes 1 & 2)	<input type="checkbox"/>	
2. Catholic (see note 1)	<input type="checkbox"/>	
3. Catechumen (see note 3)	<input type="checkbox"/>	
4. Member of an Eastern Christian Church (see note 4)	<input type="checkbox"/>	

Catholic Parish in which your child lives:
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The data on this form will only be used within the school admissions system, and will not be divulged to any third party outside the school admissions system in accordance with current Data Protection legislation.

I confirm that I have read the Admissions Policy of the school and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that, should any information I have given prove to be inaccurate, the governing body may withdraw any offer of a place even if the child has already started school.

Signed.....

Date.....



Notes

1. Evidence of Catholic Baptism

If application is being made for a place at the school for a Catholic child evidence of Catholic baptism or reception into the Church is required. A certificate of baptism or certificate of reception into the full communion of the Catholic Church should be provided at the same time as this form is returned to the school.

The Admission Authority 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.

2. Evidence of Catholic Practice

If application is being made for a place at the school for a Catholic child with a Certificate of Catholic Practice, this must be signed by a Catholic priest in the form laid down by the Bishops' Conference of England and Wales. The certificate should be obtained from the family's parish priest, or the priest in charge of the Church where the family practises, and should be provided at the same time as this form is returned to the school.

3. Evidence for Catechumens

If application is being made for a place at the school for a catechumen evidence of their being a member of the catechumenate of a Catholic Church will be required. A certificate of reception into the order of catechumens should be provided at the same time as this form is returned to the school.

4. Evidence of Membership of an Eastern Christian Church

If application is being made for a place at the school for a member of an Eastern Christian Church, including Orthodox Churches, evidence of membership will be required. 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.

Checklist:

Have you enclosed?

- Copy of baptism or certificate of reception into the Catholic Church (where applicable).
- Certificate of Catholic practice (where applicable).

Have you completed and returned your local authority's Common Application Form?