



DIOCESE OF Brentwood

ST ALBAN'S CATHOLIC PRIMARY SCHOOL

SUPPLEMENTARY INFORMATION FORM 2023-2024

- The completed Supplementary Information Form, together with all supporting documentation (see Notes below), should be **returned to the school** by the closing date 15th January 2023 (or the working day before if 15th January falls on a weekend).
- 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/academy, 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 the Common Application Form.

CHILD TO BE REGISTERED :( Please complete clearly)

|  |  |
|--|--|
| Surname:   |  |
| First Name(s):   |  |
| Preferred Name(s):   |  |
| Date of Birth:   |  |
| Date & Place of Baptism:   |  |
| Former School/Playgroup/Nursery:   |  |
| Details of siblings (name and year group) currently at St Alban's Catholic Primary School: |  |
| Catholic Parish in which your child lives:   |  |



**PARENTS/LEGAL GUARDIAN(S) (note: POSTCODE essential)**

|  |                      |
|--|----------------------|
| <b>Mother's Name: (Please include first name and middle name if appropriate)</b> |                      |
| <b>Address:</b><br><b>Postcode:</b><br><b>Tel. No:</b><br><b>e-mail address:</b> |                      |
| <b>Parental Responsibility: (please circle as appropriate)</b>                   | <b>YES</b> <b>NO</b> |
| <b>Mother's Religion:</b>  |                      |

|  |                      |
|--|----------------------|
| <b>Father's Name: (Please include first name and middle name if appropriate)</b> |                      |
| <b>Address:</b><br><b>Postcode:</b><br><b>Tel. No:</b><br><b>e-mail address</b>  |                      |
| <b>Parental Responsibility: (please circle as appropriate)</b>                   | <b>YES</b> <b>NO</b> |
| <b>Father's Religion:</b>  |                      |



| The school must see original documents as follows: |                       | <b>EVIDENCE PROVIDED</b> |
|--|-----------------------|--------------------------|
| <b>CHILD'S BIRTH CERTIFICATE:</b>                  | <b>ALL APPLICANTS</b> |                          |
| <b>PROOF OF ADDRESS:</b>                           | <b>ALL APPLICANTS</b> |                          |
| <b>CHILD'S BAPTISMAL CERTIFICATE</b>               | <b>IF APPLICABLE</b>  |                          |
| <b>CERTIFICATED OF CATHOLIC PRACTICE</b>           | <b>IF APPLICABLE</b>  |                          |
| <b>CATECHUMEN</b>                                  | <b>IF APPLICABLE</b>  |                          |
| <b>MEMBER OF EASTERN CHRISTIAN CHURCH</b>          | <b>IF APPLICABLE</b>  |                          |
| <b>MEMBER OF OTHER FAITH</b>                       | <b>IF APPLICABLE</b>  |                          |

Please read the relevant school/academy Admission Policy, noting in particular any faith criteria, and your Local Authority information, before completing this form.

[The data on this form will only be used within the school/academy admissions system, and will not be divulged to any third party outside the school/academy 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.....

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



## 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.

### 5. Evidence for Other Christian Denominations and Other Faiths

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