



## SUPPLEMENTARY INFORMATION FORM - 2018-2019

*Please read the School's Admission Criteria and then complete this **three page** form in full and legibly.*

**PART ONE**

Child's surname ...../forename/s.....

Child's permanent address (**please provide proof - see notes below \***) .....

..... Postcode .....

Tel (home) ..... Date of birth ...../...../.....

**(Please print)**

Contact email address (optional):.....

Names of parent(s)/guardian(s).....

Daytime contact telephone number..... Alternative contact number .....

**If either parent's/guardian's address is different from above, please indicate below:**

Name of parent/guardian.....

Address .....

.....Tel work/home.....

**Please answer the following questions:**

**\*A permanent address is one where either:**

- a) a child resides currently with a parent or guardian in the family's sole home,
- b) contracts have been exchanged on a property to be the family's sole home,
- c) a lease has been taken out on a property to be the family's sole home or
- d) the address of the parent with whom a child normally resides is on the electoral roll.

**In the case of (a) or (d), please supply a utility bill or bank statement that is dated within the last 4 months and is in the name of at least one parent or guardian.**

**In the case of (b) or (c), please supply a copy of the contract or lease, or a solicitors letter of confirmation.**

**PART TWO (Please answer all the following questions)**

- a) Is your child baptised? **YES** **NO**
- b) Date and place of baptism .....  
*(A copy of the baptismal certificate should be attached to this form. Duplicates are normally available from the church where the ceremony was held).*
- c) Denomination (please tick)

Catholic*	Other Christian (please specify)	Non-Christian (please specify)
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\*a member of a Church in communion with the See of Rome, including the Eastern Rite Churches as defined in the notes to the admissions criteria.

- d) Does your child regularly attend a Church or other place of worship? **YES** **NO**
- e) Name of parish, Church or place of worship .....
- f) Name of parish in which you are resident .....
- g) Name of Priest, Vicar or Minister .....  
*(Practising Christians who are not Catholic should include with their application, a letter of support from their priest or minister of religion confirming regular church or chapel attendance).*
- h) Is either of the child's parents/guardians an employee of St Mary's Catholic School? **YES** **NO**

I/We confirm that the information provided on this form is accurate and complete.

Signature of Parent/Guardian..... Date  
.....

**In order to be considered under the higher over-subscription criteria, applicants must complete both:-**

- 1) St Mary's Catholic School's Supplementary Information Form (SIF) and return it to St Mary's Catholic School by 31/10/17. You will receive a receipt within 5 working days. If you do not receive a receipt within 5 working days, you must immediately contact the Admissions Officer at the School Office: failure to be in possession of a receipt will indicate your SIF has not been received and that admission may therefore be denied.
- 2) Your County Council's COMMON APPLICATION FORM (CAF) should be submitted online by 31/10/17, or on paper to your local education authority by 31/10/17.
- 3) Helpful information on the admissions process can be found at [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions) or from Hertfordshire County Council's Customer Service Centre on 0300 123 4043.

The information provided on this form is subject to the Data Protection Act 1998. Your signature on the bottom of this form gives us consent to process this information for use by the school and the Local Education Authority. The information provided will also be disclosed to the governing body and the parents association. Should you wish to obtain a copy of the information held by the school relating to you or your child(ren) at any time you may do so by writing to the school.

# INFORMATION FOR ADMISSION TO YEAR 7 – SEPTEMBER 2018

(Supplementary Information Form [SIF])

## CHECK LIST

After carefully reading the Admissions Criteria please specify in the box provided under which single Criterion you wish your child to be considered and provide the necessary documentation as indicated below to support your application.

Please indicate whether you are providing originals or copies as all original supporting documentation, with the exception of Certificate of Catholic Practise (CCP), will be copied and returned with your receipt.

Criteria	Document	Copy	Original
Everyone to provide	<b>Proof of Permanent Address (see notes at the bottom of Part 1), this should be either a Utility Bill, Bank Statement, Copy of Lease or Confirmation of Exchange of Contracts - no more than 4 months old</b>		
<b>Additional Documents for Specific Criteria</b>			
1	Baptismal Certificate		
	Proof of Court Orders		
2	Baptismal Certificate		
3	Baptismal Certificate		
4	Baptismal Certificate		
	CCP confirming family are practising their faith		
5	Baptismal Certificate		
6	Baptismal Certificate and/or CCP		
7	Proof of Court Order		
8	Proof of catechumen or Baptismal Certificate		
9	No additional documents required		
10	No additional documents required		
11	Supporting Reference from Minister		
12	No additional documents required		

Failure to provide all the relevant documents at the same time as your supplementary information form will place you in the criterion for which you have provided documents. Failure to provide proof of address and child's identity or to complete the supplementary information form will automatically place this application in Criterion 12.

I/We confirm that I/we have provided all the supporting documentation required to support our request for admission under the Criteria stated above.

Signature of Parent/Guardian ..... Date .....