

# St Paul's Church of England Primary School

Ringwood Way, Winchmore Hill, London N21 2RA

## IN-YEAR SUPPLEMENTARY INFORMATION FORM



For entrance to year groups to fill any occasional vacancies that may occur, this form should be completed and returned to St Paul's CE Primary School.

**PARENTS/CARERS SHOULD COMPLETE SECTIONS A-E AND H.  
PARENTS/CARERS SHOULD ASK THEIR MINISTER/FAITH LEADER TO COMPLETE, SIGN AND STAMP  
SECTIONS F(1) AND G(1) AND, WHERE APPLICABLE, SECTIONS F(2) AND G(2).  
PLEASE ENSURE ALL CERTIFICATES, WHERE APPLICABLE, ARE RETURNED WITH THIS FORM.  
PLEASE ENSURE YOU READ THE ADMISSIONS POLICY AND NOTES BEFORE COMPLETING THIS FORM.**

### SECTION A - CHILD'S INFORMATION

Child's Surname	<input type="text"/>		
Child's First name(s)	<input type="text"/>		
Child's Date of Birth	<input type="text"/>	<input type="text"/>	Child's Gender (M/F)
Address of family home	<input type="text"/>		
	Post Code	<input type="text"/>	
Home phone no	<input type="text"/>		

### SECTION B - PARENT(S)/GUARDIAN(S)/CARER(S) INFORMATION

Parent 1 Surname	<input type="text"/>	First name	<input type="text"/>	Title	<input type="text"/>
Telephone number(s)	<input type="text"/>				
E-mail address	<input type="text"/>				
Parent 2 Surname	<input type="text"/>	First name	<input type="text"/>	Title	<input type="text"/>
Telephone number(s)	<input type="text"/>				
E-mail address	<input type="text"/>				
Guardian/carer (if appropriate):					
Surname	<input type="text"/>	First name	<input type="text"/>	Title	<input type="text"/>
Telephone number(s)	<input type="text"/>				
E-mail address	<input type="text"/>				

### SECTION C – SIBLING INFORMATION

#### Sibling(s) who are attending St Paul's School

Name

Date of birth

Name

Date of birth

### SECTION D – DETAILS ABOUT YOUR RELIGION

Has the child been baptised? If so, please provide a copy of the baptism certificate or a letter of verification from the minister of the relevant church.

Or, has the child been dedicated within another recognised Christian church? If so, please provide a copy of the dedication certificate or letter of verification from the minister of the relevant church.

Or, if the child is of another World Faith, please state which one.

### SECTION E – PARENTAL CHURCH/OTHER FAITH INVOLVEMENT

a) What is your religion/denomination?

b) Are you Confirmed in the Church of England or a Church in Communion with the Church of England, or, being confirmed in another episcopal church, formally received into the Communion of the Church of England?

Yes

No

If so, please state date and place and provide a copy of the confirmation or reception certificate or certified copy of the entry in the confirmation register.

c) Please give details of the church or other place of worship that you attend.

### SECTION F(1) – TO BE COMPLETED BY CLERGY/FAITH LEADER

**Dear Clergy/Faith Leader, the parents/carers of the child named overleaf have applied for a place at St Paul's CE Primary School and have given your name as a referee. Please complete the questions in this section and sign and stamp in Section G(1). Thank you for your assistance.**

**Important notice:** This year certifying attendance for admissions purposes is more complex as churches and other places of worship were closed due to the COVID-19 pandemic. The school's admissions criteria have been changed to reflect this, so that parent(s)/guardian(s)/carer(s) are not in any way disadvantaged and are deemed to have attended in the period when churches and places of worship were closed.

**We are therefore asking you to certify the pattern and length of attendance for the abovenamed parent(s)/guardian(s) carer(s) for the period when your church/place of worship was open for public worship.** This is likely to be the period up to and including 15 March 2020, 13 September 2020 to 10 January 2021 and 14 March 2021 to date, depending on when your church/place of worship reopened after the lockdowns and whether it had to close again. Please note that attendance at online worship does not count for admissions purposes.

Please also note that if the parent(s)/guardian(s)/carer(s) have not attended for medical reasons (relating to COVID-19 or otherwise) in the period when churches or other places of worship were open, you should still only indicate below their pattern of actual attendance at church. However, in such a situation, please ask parent(s)/guardian(s)/carer(s) to send supporting evidence such as a letter from a medical professional to the school with this form to be reviewed by the Admissions Committee.

**PLEASE ENSURE THAT PAGES 1-4 ARE COMPLETED IN FULL**

**PLEASE NOTE THAT SECTIONS F AND G ARE TO BE COMPLETED BY CLERGY/FAITH LEADERS ONLY**

**With the above in mind please indicate:**

1. The pattern of attendance at your church/place of worship of either of the parents named above **to date**, in the periods when your church or place of worship was open (see above for suggested dates). **Note that for Christian Churches this applies to Sunday worship only:**

- a) At least twice per month       b) At least once per month       c) Less than once per month

2. For how long has this been the case (on the basis that the parent(s)/guardian(s)/carer(s) are deemed to have attended in the period when your church/place of worship was closed):

- a) Two years or more       b) Between one and two years       c) Less than one year

**SECTION G(1) – CLERGY/FAITH LEADER DECLARATION (TO BE COMPLETED BY CLERGY/FAITH LEADER ONLY)**

To the best of my knowledge and belief this is a reliable statement of the involvement of the family concerned in the life of my congregation.

Faith/Clergy Leader Name	<input type="text"/>	Position	<input type="text"/>
Date	<input type="text"/>	Church Stamp	<input type="text"/>
Signature	<input type="text"/>		
Child's Full Name	<input type="text"/>		

THIS FORM WILL NOT BE ACCEPTED WITHOUT A CHURCH/PLACE OF WORSHIP STAMP. PLEASE CONTACT THE SCHOOL IF YOU ARE UNABLE TO PROVIDE ONE.

**SECTION F(2) – THIS SECTION TO BE COMPLETED BY CLERGY/FAITH LEADER ONLY IF APPLICANTS HAVE RECENTLY MOVED INTO THE AREA AND WOULD LIKE THEIR PREVIOUS CHURCH ATTENDANCE TO BE TAKEN INTO CONSIDERATION**

Please refer to the notes in Section F(1) above for guidance in completing this section.

Please complete questions 1 and 2 below and specify the period to which you refer in the adjacent box:

1. The pattern of attendance at your church/place of worship of either of the parents named above **to date if relevant**, in the periods when your church or place of worship was open (see above for suggested dates). **Note that for Christian Churches this applies to Sunday worship only:**

- a) At least twice per month       b) At least once per month       c) Less than once per month

2. For how long has this been the case (on the basis that the parent(s)/guardian(s)/carer(s) are deemed to have attended in the period when your church/place of worship was closed):

- a) Two years or more       b) Between one and two years       c) Less than one year

**SECTION G(2) – CLERGY/FAITH LEADER DECLARATION (TO BE COMPLETED BY CLERGY/FAITH LEADER ONLY)**

To the best of my knowledge and belief this is a reliable statement of the involvement of the family concerned in the life of my congregation.

Faith/Clergy Leader Name	<input type="text"/>	Position	<input type="text"/>
Date	<input type="text"/>	Church Stamp	<input type="text"/>
Signature	<input type="text"/>		
Child's Full Name	<input type="text"/>		

THIS FORM WILL NOT BE ACCEPTED WITHOUT A CHURCH/PLACE OF WORSHIP STAMP. PLEASE CONTACT THE SCHOOL IF YOU ARE UNABLE TO PROVIDE ONE.

## SECTION H - PARENT(S)/GUARDIAN(S)/CARER(S) DECLARATION

I confirm that the information set out in this Supplementary Information Form is true and accurate to the best of my knowledge and belief.

Signed (parent(s)/guardian(s)/carer(s))

Print name(s)

Date

\* The criteria of admission for St Paul's CE Primary School can be found on the internet at [www.st-pauls.enfield.sch.uk](http://www.st-pauls.enfield.sch.uk)