

**St Paul's Church of England Primary School**  
**Ringwood Way, Winchmore Hill, London N21 2RA**  
**IN-YEAR SUPPLEMENTARY INFORMATION FORM**



For entrance to the year groups to fill 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 AND, IF APPLICABLE, SECTION G.**  
**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"/>	Gender	<input type="text"/>
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	<input type="text"/>	Date of birth	<input type="text"/>
Name	<input type="text"/>	Date of birth	<input type="text"/>

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

### SECTION F – 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, ensuring you stamp and sign the form where indicated. Thank you for your assistance.**

**You are asked to certify the pattern and length of attendance for the abovenamed parent(s)/guardians(s)/carer(s) for the period when your church/place of worship was open for public worship.**

**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 up to and including **3 January 2027**, in the period when your church or place of worship was open. **Note that for Christian Churches this applies to Sunday worship only:**

a) At least twice per month	<input type="text"/>	b) Less than twice per month	<input type="text"/>
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2. For how long has this been the case:

a) Two years or more	<input type="text"/>	b) Less than two years	<input type="text"/>
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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 OFFICE IF YOU ARE UNABLE TO PROVIDE ONE.

**SECTION G – 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 on page 2 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 up to and including **3 January 2027**. **Note that for Christian Churches this applies to Sunday worship only:**

a) At least twice per month

b) Less than twice per month

2. For how long has this been the case:

a) Two years or more

b) Between one and two years

c) Less than one year

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

Position

Date

Church Stamp

Signature

Child's Full Name

THIS FORM WILL NOT BE ACCEPTED WITHOUT A CHURCH/PLACE OF WORSHIP STAMP. PLEASE CONTACT THE SCHOOL OFFICE 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 at [www.st-pauls.enfield.sch.uk](http://www.st-pauls.enfield.sch.uk)