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			
Child's First name(s)			
Child's Date of Birth		Gender	
Address of family home Post Code			
Home phone no			

SECTION B – PARENT(S)/GUARDIAN(S)/CARER(S) INFORMATION

Parent 1 Surname		First name		Title	
Telephone number(s)					
E-mail address					
Parent 2 Surname		First name		Title	
Telephone number(s)					
E-mail address					

Guardian/carer (if appropriate):

Surname		First name		Title	
Telephone number(s)					
E-mail address					

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) 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 **to date**, 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 ☐ b) Less than twice per month ☐

2. For how long has this been the case:

   a) Two years or more ☐ b) Less than two years ☐

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 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 **to date**. **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