

Supplementary Information Form (SIF) to support an application for a place at a Catholic Primary School 2019/20

Please submit this form directly to the Catholic school(s) that you have listed on your Common Application Form (CAF), for the attention of the Admissions Officer.

Please read the relevant school/academy Admission Policy, noting in particular any faith criteria, and your Local Authority booklet, 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.

If you are expressing a preference for a place for your child at a Catholic primary school in Sheffield, and you wish to apply under a faith criterion, you must complete this Supplementary Information Form (SIF), in addition to the local authority's Common Application Form (CAF).

The completed Supplementary Information Form (SIF), together with all supporting documentation (see Notes on page 3), must be returned to the Admissions Officer at each of the Catholic schools or academies that are listed on your Common Application Form (CAF), by the closing date of 15th January 2019.

If you do not provide the information required in this Supplementary Information 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. This is likely to affect your child's chance of being offered a place.

Please remember – you **must** also complete the Common Application Form (CAF).

Full name of child:	
Date of birth of child:	
Address of child:	
Parent/Carer Name:	
Parent/Carer Address (if different from above):	
If your child is Catholic, please tell us the Parish in which your child lives:	

Religious Status of Child

Please indicate by placing a tick in one box only.

Criteria See Notes on page 3	Tick Box	Evidence Provided Insert details in accordance with the Notes on page 3
1. Catholic	<input type="checkbox"/>	
2. Catechumen	<input type="checkbox"/>	
3. Member of an Eastern Christian Church	<input type="checkbox"/>	
4. Member of other Christian denomination	<input type="checkbox"/>	
5. Member of other faith	<input type="checkbox"/>	

I confirm that:

1. I have completed the Common Application Form (CAF).
NOTE: When completing the Common Application Form (CAF), it is important that you provide details of any siblings (brothers or sisters) who will be attending the Catholic school/academy at the proposed time of admission. If this information is not provided on the Common Application Form (CAF), the admission authority of the Catholic school/academy may not be able to place the application within the correct criteria.
2. I have read the Admissions Policy of the school/academy and 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 admission authority may withdraw any offer of a place even if the child has already started school.

Signed by parent/carer: _____

Date: _____

Notes

1. Evidence of Catholic Baptism

If the application is 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 a certificate of reception into the full communion of the Catholic Church, must 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 parents/carers who have difficulty obtaining written evidence of baptism or reception into the Church should contact their Parish Priest.

2. Evidence for Catechumens

If the application is for a place at the school for a catechumen, evidence of their being a member of the catechumenate of a Catholic Church is required. A certificate of reception into the order of catechumens must be provided at the same time as this form is returned to the school.

3. Evidence of Membership of an Eastern Christian Church

If the application is for a place at the school for a member of an Eastern Christian Church, including Orthodox Churches, evidence of membership is required. A certificate of baptism or reception from the authorities of that Church must be provided at the same time as this form is returned to the school.

4. Evidence for Other Christian Denominations and Other Faiths

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

Checklist:

Have you enclosed (where applicable)?

- Copy of baptism or certificate of reception into the Catholic Church.
- Copy of baptism or certificate of reception into an Eastern Christian Church.
- Letter confirming membership of a Christian denomination or other faith.

Have you completed and returned your Common Application Form to the Local Authority?