



ST JOHN THE BAPTIST CHURCH OF ENGLAND PRIMARY SCHOOL

SUPPLEMENTARY INFORMATION FORM FIRST TIME ADMISSIONS 2017-2018

FOR CHILDREN STARTING SCHOOL FOR THE FIRST TIME

NOTE: ALL APPLICATIONS FOR “FIRST TIME ADMISSIONS” must now be submitted directly to your Local Authority, on its own form. Church schools are allowed to ask for extra information to assess priority under admissions policies, and the form you are now filling in is designed to provide the information that this school’s Governing Body needs in order to assess your application.

THIS FORM IS NOT AN APPLICATION FORM, but supplements the local authority’s “First Time Admissions Application Form”. To ask for a school place for, you MUST complete your local authority’s form and return it to them. To claim priority under the published admissions criteria for St John’s school, you MUST ALSO complete this Supplementary Information Form and return it, together with ALL supporting documents, to the school office. Do not send originals.

It is vital that you attach ALL supporting documents to your application and that you give details for EACH of the criteria under which you wish your application to be assessed. Missing documentation will not be chased. Do not rely on letters of support held on file for an older sibling as still being relevant.

Please use a separate form for each child.

[A] CHILD & FAMILY DETAILS

(1) Name of child to be admitted: Surname:
Forenames:
Male or Female: Date of Birth:
Current address of child:
..... Postcode:

**** PLEASE PROVIDE PROOF OF ADDRESS****

When do you want your child to start at St John’s?

If you are due to move before this date, what will the child’s new address be?

.....

..... Postcode:

Please provide proof of moving to the new address (e.g. solicitor's letter, copy of lease, force's posting notice).

- (2) Name of Parent(s)
..... ("parent" includes anyone with legal parental responsibility)
Telephone Numbers: Home: Work:
Mobile:..... Email:

[B] ADMISSIONS CRITERIA: PRIORITY CATEGORIES

- (1) Is the child in the care of the local authority or accommodated by them (under Children Act 1989), or was the child a Looked After Child immediately prior to adoption? **YES / NO**

- (2) Will the child have a brother or sister at St. John's at the date of intended admission? Please exclude any sibling who will have left when this child is due to start. Please see the policy for definition of "brother or sister". **YES / NO**

Name of sibling(s)	Date of birth	Current year group
.....		
.....		

- (3) Will the child's parent (or person with legal parental responsibility) have been continuously employed by the school for a period of at least twelve months up to and including the date of intended admission? **YES / NO**

Name of parent employed:

- (4) Is the child or either of the child's parents (or others with legal parental responsibility) an active member of a church within the Church of England or of another Christian church belonging to Churches Together in England **YES / NO**

To obtain priority under this heading, you **MUST** provide details of the church and a form/letter of support from your minister / faith leader with this form

Name, address & denomination of church attended:

Name of minister:Form/Letter of support attached: **YES / NO**

- (5) Is the child or either of the child's parents (or others with legal parental responsibility) an active member of a place of worship within another faith? **YES / NO**

To obtain priority under this heading, you **MUST** provide details of the faith group and a form/letter of support from your minister / faith leader with this form

Name, address of place of worship attended:

.....

Name of faith leader:Form/ Letter of support attached: **YES / NO**

NOTES TO APPLICANTS:

- Please notify the school if you change address, if any of the other information on this form changes or if you no longer want a place
- All places at the school are awarded in strict accordance with the admissions policy in force at the date on which the admissions decision is made. A copy of the current policy is available from the school office or on the school's website. A list of the Christian churches belonging to Churches Together in England is available on request (see admission policy)
- Please note that priority under the categories is cumulative. For example, a sibling with letter of support ranks more highly than a sibling without such a letter
- For ALL FIRST TIME ADMISSION applications, applicants need to complete (1) the relevant local authority's form, returning it to the local authority and (2) this supplementary information form, returning it to this school together with a copy of all relevant documentation.
- The relevant local authority will be the City Council, County Council or unitary authority for the area in which you live (or into which you are about to move).
- If your application is for a place in any other year group or at any other time than First Time Admissions, DO NOT use this form – a different process applies to your application and you will need to submit an "IN YEAR ADMISSION" form to the school instead.

Any offer of a place at St. John's will be subject to satisfactory proof of address and of any priority status claimed. A school place can be withdrawn if false or misleading information is given on the application or in any supporting documents.

I confirm that the information in this form is correct.

I have attached the following documents (circle):

None / Proof of moving to new address / Minister's or faith leader's supporting letter / Copy baptism certificate / Other (please specify):

.....

Signed: Dated:

PLEASE RETURN THIS FORM TO:

School Office (FIRST TIME ADMISSIONS),

St John the Baptist C of E Primary School,

East Avenue, Leicester LE2 1TE (term-time only)

Tel: 0116 270 9932

or by email to:

admissions@st-john.leicester.sch.uk (message size should be no larger than 5MB in total)