

## SUPPLEMENTARY INFORMATION FORM

### Admission to Catholic Voluntary Academies and Catholic Voluntary Aided Schools (Primary and Secondary) within Nottingham Diocese

If you are expressing a preference for a place for your child at a Catholic Voluntary Academy or a Catholic Voluntary Aided School within Nottingham Diocese **and wish to apply under a faith criterion** you should complete this Supplementary Form

- ✗ The completed supplementary form, together with any required evidence, (see below), should be **returned to the academy/school** by the same closing date set by the Local Authority for the return of the **Common Application Form**.
- ✗ If you are applying to more than one catholic school/academy you will need to complete a separate supplementary information form for **each** school or academy
- ✗ Your application will be ranked in a lower category if you do not provide the evidence required as listed in the table overleaf.
- ✗ Remember – you **must** also complete the **Common Application Form** provided by the Local Authority.

|  |  |                      |     |
|--|--|----------------------|-----|
| <b>Name of academy/school applying to:</b> |  |                      |     |
| <b>Surname of child:</b>                   |  |                      |     |
| <b>Forename(s) of child:</b>               |  | <b>Date of birth</b> | / / |
| <b>Parent(s) / carer(s) Full Name</b>      |  |                      |     |
| <b>Child's home address</b>                |  | <b>Postcode</b>      |     |
| <b>Telephone</b>                           |  | <b>Mobile</b>        |     |

Please read the relevant School's Admissions Policy noting in particular, any faith definitions, and your Local Authority Booklet before completing the form.

**Note:** When completing the **Common Application Form** it is important that you provide details of any **siblings (brothers or sisters)** who will be attending the Catholic Voluntary School or Academy at the proposed time of admission. If this information is not provided your application will be ranked lower and this may affect your child's chance of being offered a place.

**PLEASE ALSO COMPLETE PAGE 2**

Now complete the following by ticking the boxes which apply to your child.

|   | Faith<br>Criterion<br><br>Please tick<br>✓ | Supporting<br>Evidence<br>Required<br><br>(Legible photocopies are acceptable)  | Supporting<br>Evidence<br>Enclosed *<br><br>Please tick<br>✓ |
|---|--|---|--|
| My child is a:<br><br><b>Catholic</b>   |  | A Catholic Baptism Certificate <b>or</b>  |  |
|   |  | A written statement or certificate signed by a Catholic Priest and stamped with the parish stamp verifying that the child has been received into full communion with the Catholic church. |  |
| My child is a:<br><br><b>Catechumen /<br/>Candidate</b>                       |  | A certificate of reception into the order of catechumens <b>or</b>  |  |
|   |  | A letter of verification signed by the parish priest and stamped with the parish stamp.   |  |
| My child is a:<br><br><b>member of an<br/>Eastern Christian<br/>Church</b>    |  | A Baptism Certificate <b>or</b>   |  |
|   |  | A certificate of reception from the authorities of that Church.   |  |
| My child is a:<br><br><b>member of<br/>another Christian<br/>denomination</b> |  | A Baptism Certificate <b>or</b>   |  |
|   |  | A Certificate of Dedication <b>or</b>   |  |
|   |  | A letter of verification signed by the minister of religion for that church.  |  |
| My child is a:<br><br><b>member of<br/>another faith</b>                      |  | A Baptism Certificate <b>or</b>   |  |
|   |  | A Certificate of Dedication <b>or</b>   |  |
|   |  | A letter of verification signed by the religious leader of the community.   |  |

\* Governors may request extra supporting evidence if the written documents that are produced do not clarify the fact that a person is a member of a church or religious community, (e.g. where the name and address of the Church is not on the certificate). If you have difficulties in producing evidence, you should contact your Parish Priest or Religious Leader for advice.

The data on this form will only be used within the Academy/School admissions system, and will not be divulged to any third party outside the Academy/School admissions system in accordance with current Data Protection legislation.

|   |  |  |
|---|--|--|
| <b>Your name(s) in<br/>BLOCK<br/>CAPITALS</b> |  |  |
| <b>Your signature(s)</b>                      |  |  |
| <b>Date</b>                                   |  |  |

For School use only

| Evidence provided | Date | Criterion |
|-------------------|------|-----------|
|                   |      |           |