

Supplementary Information Form and Clergy Form Reception – starting school

Governors welcome applications for admission to the school. The over subscription criteria will be applied to all applications. Places will be offered in accordance with the over subscription criteria.

You only need to fill in this form if you wish to apply for a place under criterion 5 or 6 of the oversubscription criteria. The governors of St Wilfrid's Church of England School give priority under criterion 5 or 6 to children of families who have established a regular pattern of Christian worship of at least an average of once a month over the last 12 months.

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

Please make sure that this form is received in school by **MIDNIGHT 15th JANUARY** as this is a statutory date set in Regulations by the Department for Education. Forms received after this date will be regarded as late applications.

Please return the completed Supplementary Information Form to: The Admissions Secretary, St Wilfrid's Church of England Primary School, Eastern Road, Haywards Heath, West Sussex RH16 3NL.

In addition: Please complete your name and your child's name on the Clergy Form and then give it to your Vicar / Minister (or Church Officer during a vacancy) for them to complete and return to the school by MIDNIGHT 15th JANUARY. The Clergy Form is needed to support applications under criterion 5 or 6 of the oversubscription criteria. If you have moved and/or changed your place of worship, separate Clergy Forms will be needed to cover the last 12-month period. *(You may wish to return the completed/signed Clergy Form(s) to the school yourself to ensure receipt by the deadline date).*

If you require further guidance, or this information is needed in an alternative format, please contact the school on telephone number 01444 413707 and we will do all we can to meet your needs.

Supplementary Information Form Reception – starting school

A separate form needs to be completed for each child requiring admission

Child's details	
Child's Surname:	First Name:
Date of Birth:	Middle Name/s:
Home Address:	
Postcode:	

Parent/Guardian	
Surname:	First Name:
Home Telephone Number:	Email:
Mobile Number:	

Church attendance		
Oversubscription Criterion 5 Do you regularly attend one of these churches:	St Wilfrid's	
	The Ascension	
	The Presentation	
	St Richard's	
Oversubscription Criterion 6 Do you regularly attend a place of Christian worship other than those above, in membership of:	Churches Together in England and Wales	
Do you regularly attend a place of Christian worship other than those above, in membership of:	The Evangelical Alliance	
	The Sussex Gospel Partnership	
Please give the name of the church:		

If you have attended the church for less than 12 months, please also ask the Vicar / Minister (or Church Officer during a vacancy) of the church you previously attended to complete a separate Clergy Form.

I have / have not* requested my Vicar / Minister to complete the Clergy Form.

Date:	Signature of Parent/Guardian*

*Please delete as appropriate

NOTE: The information on this form may be used in the event of an appeal. It is the Parent(s) / guardian(s) / carer(s) responsibility to ensure the fully completed form is returned to the school by the application deadline.

St Wilfrid's Church of England Primary School Clergy Form

I/We* am/are* applying for a place at St Wilfrid's Church of England Primary School for our child.

To be completed by Parent/Guardian	
Child's Name:	Parent/Guardian's Name:

The governors of St Wilfrid's Church of England School give priority under over subscription criterion 5 to children of families who have established a regular pattern of Christian worship of at least on average once per month over the last twelve months at the Churches of St Wilfrid's, The Presentation, The Ascension or St Richard's, Haywards Heath.

Members of a Christian Church in membership of Churches Together in England and Wales, The Evangelical Alliance or Sussex Gospel Partnership who have established a regular pattern of Christian worship of at least on average of once per month over the last twelve months are given priority under over subscription criterion 6.

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

If the family has joined your congregation within the last year having lived elsewhere or attended another church previously, please say over what period they have attended your church at least on average of once per month.

The Vicar/Minister is requested to return the completed Clergy Form to: The Admissions Secretary, St Wilfrid's Church of England Primary School, Eastern Road, Haywards Heath, West Sussex, RH16 3NL. For September admissions into Year Reception, it should reach the school before the closing date for receipt of applications **MIDNIGHT 15th JANUARY**.

To be completed by Vicar/Minister (or Church Officer during a vacancy):	
Name of Parent(s)/Guardian(s):	
Name of Church:	
I confirm that the above named has/have* established a regular pattern of worship at the church of at least an average of once a month over the last 12 months.	
If less than 12 months over what period have they attended your church more than once a month:	
Signed:	Date:
Printed Name:	Position:
For Verification Purposes:	
Address:	
Telephone:	
Email:	

*Please delete as appropriate

NOTE: The information on this form may be used in the event of an appeal. It is the Parent(s) / guardian(s) / carer(s) responsibility to ensure the fully completed form is returned to the school by the application deadline.