

Church of England Voluntary Aided and Foundation Schools in the Diocese of Bath & Wells
Chewton Mendip VA Primary School

School Admission Supplementary Information Forms

Notes for those applying for places at Church of England Voluntary Aided or Foundation Schools

If you wish for your application to be considered under any criteria relating to church attendance, you must ensure the following:

1. That the attached form is completed by you and signed by the relevant church representative (vicar, priest, minister, pastor, church warden)
2. That the information on the form matches and fulfils the requirements set out in the specific admissions arrangements of the school for which you are applying. Clergy must be clear that the specific criterion for each school is being met by the applicant and should see the admissions criteria so that they can check.
3. That the completed form, signed by both you and the clergy, reaches your home Local Authority by the closing date for submission of applications. This is 23.59 hours on 15th January 2016.
4. That a separate supplementary form be submitted for each church school for which you are applying as each is likely to have differing admissions criteria.
5. If you have recently, or are about to move to a different area, that you ensure that the appropriate church representative of the church where you have been regularly worshipping signs the supplementary information form for your application. **Please ensure that they have seen the admissions requirements for the school/s for which you are applying and are satisfied that you meet the necessary criterion/criteria.**

Please Note:

The application process is a legal one and every effort **MUST** be made to ensure that the applications and any supplementary forms are completed accurately and on time.

- Failure to send the correctly completed supplementary information form to your home Local Authority by the closing date will mean that your application cannot be considered under any church attendance criterion.
- The need to obtain the signature from a previous member of clergy/church after moving house cannot be considered as a reason for a late application to be accepted.

School Admissions

Supplementary Information Form for Admission to Chewton Mendip CofE VA Primary School

PART A

In the event of oversubscription, priority will be given in Criterion 7 and 8 of the oversubscription criteria (as published) to children who themselves, or whose parent(s)/carer(s) regularly attend (minimum of once a month for at least 6 months before the date of application) the church(es) named within the school's admissions arrangements.

Please only complete this form if you believe that you meet Criterion 7 or 8.

For the purposes of assessing eligibility to education transport on faith grounds, information on this form may be used to confirm that your application for a place at school was on religious grounds.

Please complete Part A, and give this form to your clergy leader (priest/minister/pastor), who will complete Part B and return it to your home local authority. Only when both parts are returned by the return deadline of 23:59 hours on 15th January 2016 can this information be considered as on time by the governing body and your application prioritised accordingly. Failure to return this form will result in any application being considered under the "non church" criteria

You must, in all instances, complete a Local Authority Common Application Form and return that to the Local Authority by the return deadline of 23:59 hours on 15th January 2016, for it to be considered as on time.

Details of Child/Children

Surname:

First Name/s:

Date of birth: Boy Girl

Address:

Tel:

Name of parent/guardian:

Address:

Postcode:

Home telephone number:

Contact Number

If you are applying to this school on faith grounds, please complete the following sections:

Name of Church:

Address:

Name of Clergy:

Address of Clergy:

Postcode:

Tel:

Signed:

Relationship to child/children:

Date:

PART B
To be completed by clergy.

The parent/carer identified in Part A has applied for a place for their child/children at Chewton Mendip CofE VA Primary School for the academic year 2015. We ask that you confirm that either the child or the parent(s)/carer(s) regularly attends your church - at least once per month and has done for a minimum of 6 months prior to the date of application.

Please return this form to the home Local Authority by the return deadline of 23:59 hours on 15th January 2016.

Thank you for your assistance in completing this supplementary form.

Please note

If this form is not completed or does not reach the LA by the prescribed date, the applicant cannot be considered as eligible for consideration under any church attendance criterion.

.....

I,.....(insert name of clergy) confirm that the child or

parent(s)/carer(s) identified in Part A has attended

.....(name of church) at least once a month for not less than 6 months prior to the date of application.

Signed:

Date:

NB: If a family is refused a place at the school and appeals against the governors' decision, this form may be used as evidence at the appeal

Church of England Voluntary Aided and Foundation Schools in the Diocese of Bath & Wells

School Admission Supplementary Information Forms

Notes for clergy or those responsible and authorised to sign supplementary information forms for those applying to church schools under a church attendance criterion

Please note that the recommendation of the Bath & Wells DBE is that clergy do not work in isolation when looking at school admission supplementary information form requests. The DBE strongly recommends that it is best practice to have a sub-committee of at least three members, including clergy, church wardens and those with responsibility for Sunday school to consider these requests and be authorised to sign the form if it is agreed appropriate.

Please also note that the completion of this form and its return in time to meet the admission application deadlines is critical for the applicant, and without it the child cannot be considered eligible under any church attendance criteria, even if they are regular attendees at church.

In order for the application to be considered under any church attendance criteria within the school's admissions arrangements, the following must be ensured:

- 1. That the attached form is completed by the applicant and signed by the relevant church representative (vicar, priest, minister, pastor, church warden)**
- 2. That the information on the form matches and fulfils the requirements set out in the specific admissions arrangements of the school to which the application is being made. Clergy must be clear that the specific criterion for each school is being met by the applicant and should see the admissions criteria so that they can check.**
- 3. The DBE recommends that schools use the criterion that either the child or at least one parent has attended worship at the church at least once a month for a minimum of 6 months prior to the time of the application. Please note that this does vary from school to school, with some having far more rigorous requirements.**
- 4. The DBE does recommend that the child or a parent has attended actual worship and that attendance at toddler groups or other activities that are held at the church does NOT meet the requirements.**
- 5. That the completed form, signed by both applicant and the clergy, reaches the applicant's home Local Authority by the return deadline of 23:59 hours on 15th January 2016.**

6. That a separate supplementary form be completed for each VA or Foundation church school for which the applicant is applying as each is likely to have differing admissions criteria.
7. For applicants who have recently, or are about to move to a different area, the supplementary information form should be completed by the clergy at the church where they have been regularly worshipping. It is the responsibility of the applicant to organise this and ensure that the SIF is completed and sent in on time.

Please Note:

The application process is a legal one and every effort **MUST** be made to ensure that applications and any supplementary forms are completed accurately and on time. If applicants are unsuccessful, they have the right to appeal, and the information provided by clergy can be critical to the outcome of both the application and appeal, particularly where a school is very popular and oversubscribed. Competition for places at some schools can be fierce and it is vital that information supplied is accurate. **Clergy should not be pressured into signing a form if they know that the applicant does not, or are in doubt as to whether the applicant does, meet the criteria laid down by the school. This is one reason why a committee should consider every application. It is also particularly helpful where there is an inter-regnum or where clergy have been in post less than 6 months.**