SUPPLEMENTARY INFORMATION FORM

Admission to Catholic Academies within the Our Lady of Lourdes Catholic Multi-Academy Trust

If you are expressing a preference for a place for your child at a Catholic school within the Our Lady of Lourdes Catholic Multi-Academy Trust **and wish to apply under a faith criterion** you should complete this Supplementary Information Form and provide the evidence required.

※ The completed Supplementary Information Form **should** be **returned to the 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 you will need to complete a separate Supplementary Information Form for **each** school.

※ **Any required evidence to support a faith application (see below) MUST BE RETURNED TO THE SCHOOL and not the Local Authority.**

※ If you do not provide the information required in this form and return it to the school, with all supporting documentation, your child may not be placed in the appropriate faith category, and this may affect your child's chance of being offered a place.

※ **Remember** – you **must** also complete the ***Common Application Form*** provided by the Local Authority.

※ 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 school at the proposed time of admission. If this information is not provided the admission authority of the Catholic school may not be able to place the application within the correct criterion.

Ensure you:

✓ Send all required supporting evidence **directly to the school** (for example, baptism certificates or any other documents to evidence your faith).
✓ Complete and submit your local authority's Common Application Form.

Name of school applying to:			
Surname of child:			
Forename(s) of child:		**Date of birth**	/ /
Child's home address		**Postcode**	
Parent / Carer Full Name		**Parent / Carer Email**	
Telephone Number		**Mobile Number**	

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

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

	Faith Criterion applicable to child **Please tick** ✓	**Supporting Evidence Required** ***(Legible photocopies are acceptable)***	*** Supporting Evidence Enclosed** **Please tick** ✓
My child is a: **Catholic**		A Catholic Baptism Certificate **or**	
		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: **Catechumen / Candidate**		A certificate of reception into the order of catechumens **or**	
		A letter of verification signed by the parish priest and stamped with the parish stamp.	
My child is a: **member of an Eastern Christian Church**		A Baptism Certificate **or**	
		A certificate of reception from the authorities of that Church.	
My child is a: **member of another Christian denomination**		A Baptism Certificate **or**	
		A Certificate of Dedication **or**	
		A letter of verification signed by the minister of religion for that church.	
My child is a: **member of another faith**		A Baptism Certificate **or**	
		A Certificate of Dedication **or**	
		A letter of verification signed by the religious leader of the community.	

***** *Extra supporting evidence may be requested 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.*

Your name in BLOCK CAPITALS	
Your signature	
Date	

For School use only

Evidence provided	Date	Criterion

- I confirm that I have read the Admissions Policy of the school and that 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.
- **I understand it is my responsibility to provide any evidence of faith including baptism certificates directly to the school I am applying for.**

Signed ..... Date .....

Checklist - Have you:

✓ Sent all required supporting evidence directly to the school (for example, baptism certificates or any other documents to evidence your faith)?
✓ Completed and submitted your local authority's Common Application Form?

Data Protection Notice

The information provided on this form will be used by the admission authority to process your application for a school place. As part of this process, we may share information with the Diocese, Local Authority and other organisations where necessary to fulfil our admissions responsibilities. Further information about how your personal data is processed, your rights under data protection legislation, and who to contact with any queries can be found in the school's Privacy Notice, available on the school website.