



## St Edmund's Catholic School

Voluntary Aided  
Arundel Street  
Portsmouth  
PO1 1RX



# IN - YEAR TRANSFER SUPPLEMENTARY INFORMATION FORM 2018/2019

If you are expressing a preference for a place for your child at St Edmund's Catholic School, **you must complete and return this form** to the Admissions Officer at the school.

You must attach all relevant supporting documentation with this form.

Please note, this is **NOT** an application form.

## Guidance Notes

### Introduction:

The Governors of the Admission Committee are responsible for prioritising applications for all pupils who apply for a place to attend the school. All applications are prioritised in accordance with the Admissions Policy. The Governors require an additional Supplementary Information Form to be completed to assist when there are more applications than places available. The additional information that the SIF provides, is used by the Governors to place applicants in the correct oversubscription category.

**If you do not complete this form, the Governors will only be able to rank the applicant on the information provided by the application form and in the event of oversubscription, the Governors would be unable to apply the correct tie-break criteria and as a result, the applicant may be ranked lower down the list. Return the form to the Admissions Officer at St Edmund's Catholic School or the Local authority Admissions Department based in the Civic offices.**

How it works: All families applying under categories 1 - 10 to complete page 2.

### **Baptised Catholic Children & those preparing for Reception into the Church (RCIA) & Members of Eastern orthodox Churches:**

1. For children who have been Baptised/received into the Catholic church a copy of the Baptism / certificate of reception should be provided. Children who are undergoing preparation for Baptism into the Catholic Church: RCIA (Rite of Christian Initiation of Adults). A certificate or Letter of enrolment onto the programme should be provided at the same time as this form is returned to the school or Local Authority.

### **Children of other Christian churches who are in full membership of Churches Together in England :**

1. For members of other Christian churches a letter confirming membership and signed by the appropriate Priest/Minister will be required. Alternatively, if more convenient, you may use the attached form. This must be signed by the appropriate minister and stamped with the official stamp of the place of worship. The letter and/or form should be submitted at the same time as this application assessment is returned to the school or Local Authority.

### **Children of Staff**

1. Tick the box indicating that you are a member of staff. If any other box applies, tick this also and send in any appropriate form or certificate.

# APPLICATION ASSESSMENT

If you have stated a preference for St Edmund's Catholic School, please answer all the questions that related to your child's application below and return the relevant evidence as required.

**You must return the relevant evidence for the selected criteria with your application.**

Please refer to the **Information for Parents Booklet** for St Edmund's Catholic School Admission Policy.

**THIS FORM MUST BE COMPLETED AND RETURNED WITH THE APPLICATION FORM.**

Please tick the box if the answer is Yes or leave blank if the answer is No.

Child name:

DOB:

- Child is a Baptised Catholic looked-after child or previously looked-after.**
- Child is Baptised Catholic**
- Child who is undergoing preparation for Baptism into the Catholic Church: RCIA (Rite of Christian Initiation of Adults).**

If you have ticked any of the above criterion, please attach the relevant evidence as detailed in the guidance notes.

- Child Looked after or previously looked after by a local authority.** See information for Parents booklet. If you have ticked this criterion, please complete section 4 of the main application.

- Are the parent(s) Baptised Catholic? (this only applies if the child is not Baptised Catholic).** If you have ticked this criterion, **a copy of the parent(s) Baptism certificate must be returned with the application.**

- Does your child attend a Catholic feeder school?** If yes, please tick to indicate which school your child attends.

Corpus Christi     St John's     St Swithun's     St Paul's     St Mary's

- Brother or sister on roll?** If brother(s) or sister(s), including step-brother(s) and step-sister(s) living in the same household, already attend the school, and will continue to attend the next academic year - see information for parents booklet.

Name(s):

Year group:

- Are you currently applying for a place at St Edmund's Catholic School for a brother/sister?**

Name(s):

Year group:

- Is your child a member of an Eastern orthodox church?** If you have ticked this criterion, please attach the relevant evidence as detailed in the guidance notes.

- Is your child a member of other Christian churches?** If you have ticked this criterion, please attach the relevant evidence as detailed in the guidance notes.

- Children of staff employed at the school.**  
Member of staff employed at the school for two or more years .

- Member of staff recruited to fill a vacant post.

**Checklist:** (Please tick relevant boxes)

**Have you enclosed:**

- A copy of the **Baptism Certificate** or certificate of enrolment on RCIA/letter of reception into the Catholic church (where applicable).
- Letter or attached form below confirming membership of a Christian denomination.

**Have you completed and returned the Local Authority's Common Application Form?**

**Declaration: (this section must be signed by the parent/guardian).**

Any offer of a place will be on the basis that the information supplied is accurate and up to date. Please read the declaration below and sign the form.

**I confirm that I have read the Admissions Policy of the School and certify that the information given on this form is correct. I understand that any place offered will be withdrawn if I give false information, even if my child has started at the school.**

**Signature of parent/guardian:** .....

**Print name:** .....

**Date:** .....

Child name: .....

I confirm the child is a member of:

Other Christian church

**Name:** .....

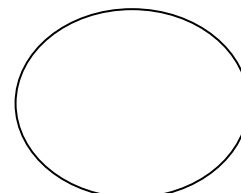
**Position:** .....

**Parish or Organisation:** .....

**Address:** .....

**Signature:** .....

**Date:** .....



Parish or place of  
worship stamp

**To be completed by Priest/Minister only.**