

**MILNROW PARISH
CHURCH OF ENGLAND PRIMARY SCHOOL**

enjoy, learn, play, succeed



**Draft Admissions Policy 2017 /
2019
& Guidance (reviewed annually)**

(Insert Year)2015 / 2018

DATE:	Autumn 201 <u>357</u>
REVIEW DATE <u>POLICY</u> :	Autumn 201 <u>984</u>
<u>VERSION NUMBER</u>	<u>1</u>
SIGNED (HEADTEACHER)	_____

Priority 3 17 places
Priority 4 10 places
Priority 5 1 places
Priority 6 0 places
Priority 7 1 places

Late applications for admission

~~Where~~ ~~Where~~ there are extenuating circumstances for an application being received after the last date for applications, and it is before the governors have established their list of pupils to be admitted, then it will be considered alongside all the others.

~~Otherwise,~~ applications which are received after the last date will be considered after all the others, and placed on the waiting list in order according to the oversubscription criteria.

Address of pupil

The address used on the school's admission form must be the current one at the time of application. If the address changes subsequently, the parents should notify the school. Where the parents live at different addresses, the current-at-the-time-of-application, normal home* address of the child will be the one used. *Home is classed as the one where they reside for the majority of their time, unless time is split equally with parental/guardian custody. Where there is joint parental/guardian custody then the distance would be measured from the closest home. ~~This will normally be the one where the child wakes up for the majority of Monday to Friday mornings.~~ Parents may be asked to show evidence of the claim that is being made for the address, e.g. identity cards of various sorts showing the child's address as the one claimed. Where there is dispute about the correct address to use, the governors reserve the right to make enquiries of any relevant third parties, e.g. the child's GP. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

Admissions other than Reception Class

From September 2013 the Local Authority no longer has a duty to co-ordinate in-year admissions. Any parent is able to apply to any school at any time. The Local Authority will provide an appropriate in-year common application form and our school, which is its own admissions authority, has a duty to administrate the offer of a place (or refusal) and inform the Local Authority that an application has been received and the outcome of that application.

Appeals

~~Parents have the right to appeal to an independent Appeals Committee if their application is not successful in the first instance. Information about this is provided by the LA. Under the Code of Practice on Admissions to Schools, (2007), parents have the right to refer a school's admission policy to the School's Adjudicator if it fails to conform to the provisions of the Code.~~

Letters of appeal should be addressed to:

The Clerk to the Governing Body, Milnrow Parish CE Primary School, Milnrow, Rochdale, OL16 3JT.

~~If your child was refused a place in Reception or Key Stage 1 because of Government limits on Infant class sizes, the grounds on which your appeal could be successful are limited. You would have to show that the decision was one which in the circumstances no reasonable governing body would have made, or that your child would have been offered a place if the governors' admissions arrangements had been properly implemented.~~

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~~Please note that this right of appeal against the governors' decision does not prevent you from making an appeal in respect of any other school.~~

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Fraudulent applications

~~Where the governing body discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example, a false claim to residence in the catchment area or eg a false address, or, of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the governing body is required to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.~~

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Twins

~~Where there are children of multiple births wishing to be admitted and the sibling is the 30th child, the governors may admit over the infant class requirement if it is possible to do so.~~

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Deferred admission

~~If your child is due to start school during the next academic year, it is important that you apply for a place for September. If your child's fifth birthday is between the months of September and December, then, if you wish it, admission may be deferred until January; if it is between January and April, then admission may be deferred until the start of the summer term though it is likely to be in your child's interest to start no later than January. You cannot, however, defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the school year for which the original application was accepted. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age. Please make a formal written request for deferral to the Headteacher and Governors at the time of your application or earlier. An appointment to speak to the Headteacher about your decision and your reasons for deferral will be arranged within ten working days of receipt of your letter. Policy (Insert Year)~~

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Waiting list

~~Where we have more applications than places, the oversubscription criteria will be used to determine the allocation of places. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application is not one of the admissions criteria, it cannot be a criterion for the order of names on the waiting list, and late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible for a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted. This waiting list will operate until 31 December at the end of the autumn term following admissions in September.~~

Deferred Admissions

~~Children will be admitted to the Reception class at the beginning of the Autumn term before their fifth birthday. Parents may request that their school place be deferred until later in the school year~~

~~and if they do this the place will be held for the child. They cannot, however, defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the school year for which the original application was accepted. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age.~~

Admission outside the child's normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1.

Parents requesting admission out of the normal age group must put their request in writing, addressed to the Headteacher at the school, together with any supporting evidence that the parent wishes to be taken into account at the time of application or earlier. The governing body will make decisions on requests for admission outside the normal age group on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; any information provided about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The governing body will also take into account the views of the Headteacher. When informing a parent of their decision on the year group the child should be admitted to, the governing body will set out clearly the reasons for their decision.

~~Where the governing body agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be is due to be admitted to a relevant age group the reception year (i.e. the age group to which pupils are normally admitted to the school) the local authority and governing body must process the application as part of the main admissions round. At this stage the normal admissions procedures will be followed, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. The governing body must not give the application lower priority on the basis that the child is being admitted out of their normal age group.~~

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

Fair Access Protocol

The school participates in the Local Authority's In-Year Fair Access Protocol for unplaced children. There is no duty to comply with parental preference when allocating places under the In-Year Fair Access Protocol.

**MILNROW PARISH CE PRIMARY SCHOOL
ADMISSIONS POLICY 20175-20189**

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Milnrow Parish CE Primary School is an Aided school and therefore admissions are ~~The school~~ has an agreed admission number of 30 pupils for entry in the Reception Class. The school will accordingly admit up to 30 pupils in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 30 or fewer apply.

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If the school is oversubscribed, after the admission of pupils with a Statement of Special Educational Needs or an Education, Health and Care Plan (EHCP) where the school is named in the Statement or EHCP, priority for admission will be given to those children who meet the criteria set out below, in order; the responsibility of the Governors, in agreement with the Diocesan Board of Education and the Local Authority.

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The school will admit all pupils with a Statement of Special Educational Needs or an Education, Health and Care Plan (EHCP) where the school is named in the Statement.

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All applicants will be admitted if 30 or fewer apply. In the event of oversubscription the remaining places will be allocated according to the following criteria in numerical order;

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1	A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order.
2	Children with exceptional medical needs or exceptional welfare considerations which are directly relevant to the school concerned.
3	Children with a sibling attending the school at actual the time of application starting school.
4	Ten children by distance from the school, with priority for admission given to children who live nearest to the school.
5	Children whose parent(s) / guardian(s) are in regular attendance** at St James' Church, Milnrow, or St Thomas' Newhey.
6	Children whose parent(s)/guardians(s) are in regular attendance** at a church within the parish which is a member of Churches Together in Britain and Ireland, or a local Churches Together organisation.
7	Any other children, by distance from the school, with priority for admission given to children who live nearest to the school

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ADDITIONAL NOTES

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~~1-(1)~~ A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, ~~child arrangements~~ residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

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~~2-(2)~~ Children with exceptional medical needs or exceptional welfare considerations which are directly relevant to the school concerned. Exceptional medical needs must be supported at the time of application by a letter from a GP, hospital consultant or other medical professional indicating how a pupil's medical condition relates to the school preference. On receipt of the medical certificates/letters the case will be referred to the

Service Director for consideration. You should note that providing evidence does not automatically mean that a place will be allocated under this priority.

Exceptional welfare considerations (such as children at risk) must be supported at the time of the application by a letter from a supporting agency (e.g. Social Worker, Family Support Worker, Education Welfare Officer) indicating how the circumstances relate to the school preference. On receipt of such a letter and evidence the case will be referred to the Service Director for consideration. You should note that providing evidence does not automatically mean that a place will be allocated under this priority.

These criteria will consider issues relevant to the child and/or the family in line with the Equalities Act 2010. If exceptional medical or exceptional welfare grounds are claimed after the allocation procedure has been completed, it might not be possible to allocate a place under this priority.

~~(3) Children with a sibling attending the school at the time of application.~~ Sibling is defined in these arrangements as children who live as brother or sister in the same ~~house~~^{home}, including natural brothers or sisters, adopted siblings, stepbrothers or sisters, foster brothers and sisters. ~~Home is classed as the one where they reside for the majority of their time, unless time is split equally with parental/guardian custody. Where there is joint parental/guardian custody then the distance would be measured from the closest home. To meet this rule the sibling should still be in attendance at Milnrow Parish CE Primary School at the time of the applicant starting on 1st September.~~

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~~3.~~

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~~(4) Ten children by distance from the school, with priority for admission given to children who live nearest to the school.~~ Distance is as measured by using Ordnance Survey data provided by the Local Authority to plot an address in this system. Distances are measured from the main entrance of the child's home* to the main entrance of the school using software which the Local Authority uses.

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~~(5) St James Church, St James Street, Milnrow, Rochdale, OL16 3JT, St Thomas' Church, Church Street, Newhey, Rochdale, OL16 3QS. **Regular attendance means a minimum of fortnightly attendance at church at public worship for at least the year prior to 1st September in the year before admission to the school. Evidence of regular attendance of parent(s)/guardian(s) must be provided by a member of the clergy or other designated church officer on the form provided.~~

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~~(6) See (5) above. A list of churches together can be found at ctbi.org.uk~~

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~~4. St James Church, St James Street, Milnrow, Rochdale, St Thomas' Church, Thomas St, Shaw, Oldham OL2~~

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~~**Regular attendance means a minimum of fortnightly attendance at church at public worship for at least the year prior to 1st September in the year before admission to the school. Evidence of regular attendance of parent(s)/guardian(s) must be provided by a member of the clergy or other designated church officer on the form provided.~~

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~~5. See (4) above. Children whose parent(s)/guardian(s) are in regular attendance** at St James' Church, Milnrow, or regular attendance at a CE Church in their local area.~~

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~~6. Children whose parent(s)/guardian(s) are in regular attendance** at a church within the parish which is a member of Churches Together in Britain and Ireland**, or a local Churches Together organisation.~~

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7.(7) Any other Remaining children, by distance from the school, with priority for admission given to children who live nearest to the school as measured by using Ordnance Survey data provided by the Local Authority to plot an address in this system. Distances are measured from the main entrance of the child's home* to the main entrance of the school using software which the Local Authority uses.

Within every category distance is used to prioritise the children and random allocation will be used as a tie-break in all categories above to decide who has highest priority for admission if the distance between two children's homes and the school is the same. This process will be independently verified.

Notes:

*Home is classed as the one where they reside for the majority of their time, unless time is split equally with parental/guardian custody. Where there is joint parental/guardian custody then the distance would be measured from the closest home.

**Regular attendance is normally taken to mean a minimum of fortnightly attendance at church at public worship for at least the year prior to 1st September in the year before admission to the school. Evidence of regular attendance of parent(s)/guardian(s) must be provided by a member of the clergy or other designated church officer on the form provided

***A map of the area covered by the parish is available at the school. A list of Churches in membership of Churches Together in Britain and Ireland can be found at www.ctbi.org.uk

Please give details of the points you wish to be taken into consideration regarding your child's qualifications for entry under the above criteria, either on the reverse of the application form or in a covering letter.

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Appeals

Where the governors are unable to offer a place because the school is oversubscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. **Parents should notify the clerk to the governors at the school within 14 days of receiving the letter refusing a place.** Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing. Letters of appeals should be sent to: The Clerk to the Governors, Milnrow Parish Primary School, St James Street, Milnrow, Rochdale, OL16 3JT.

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Appeals Notes:

1. Children will be admitted to the Reception class at the beginning of the Autumn term before their fifth birthday.
2. Please give details of the points you wish to be taken into consideration regarding your child's qualifications for entry under the above criteria, either on the reverse of the application form or in a covering letter.

Please keep this copy of the Admissions Policy for your own information.

~~Parents applying for a place at Milnrow Parish CE Primary School, on the basis of Church affiliation, are asked to complete a supplementary school application form in addition to that provided by the Local Authority. These forms are available from the school office and should be returned to the school.~~

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~~Children from multiple births~~

~~Where there are children of multiple births wishing to be admitted and the sibling (brother or sister) is offered the final place the governors may admit over the planned admission number if it is possible to do so.~~

~~Infant class size~~

~~Under the School Standards and Framework Act 1998 and the School Admissions Code, infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) **must not** contain more than 30 pupils with a single school teacher. Additional children may be admitted under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are:~~

- ~~a) Children admitted outside the normal admissions round with statements of special educational needs or Education, Health and Care Plan specifying a school~~
- ~~b) Looked after children and previously looked after children admitted outside the normal admissions round~~
- ~~c) Children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process~~
- ~~d) Children admitted after an independent appeals panel upholds an appeal~~
- ~~e) Children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance~~
- ~~f) Children of UK service personnel admitted outside the normal admissions round~~
- ~~g) Children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil~~
- ~~h) Children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.~~

~~Late applications for admission~~

~~Where the Local Authority accepts that there are extenuating circumstances for an application being received after the last date for applications, and it is before the governors have established their list of pupils to be admitted, then it will be considered alongside all the others. Otherwise, applications which are received after the last date will be considered after all the others, and placed on the waiting list in order according to the oversubscription criteria.~~

~~Fraudulent applications~~

Where the governing body discovers that a child has been awarded a place as a result of a fraudulent or intentionally misleading application (for example, a false claim to residence in the catchment area or of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then under the School Admissions Code the governing body is able to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

Waiting list

Where we have more applications than places, the oversubscription criteria will be used to determine the allocation of places. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application is not one of the admissions criteria, it cannot be a criterion for the order of names on the waiting list, and late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible for a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted. This waiting list will operate until 31 December at the end of the autumn term following admissions in September.

Deferred Admissions

Children will be admitted to the Reception class at the beginning of the Autumn term before their fifth birthday. Parents may request that their school place be deferred until later in the school year and if they do this the place will be held for the child. They cannot, however, defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the school year for which the original application was accepted. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age.

Admission outside the child's normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group — to Reception rather than Year 1.

Parents requesting admission out of the normal age group must put their request in writing, addressed to the Headteacher at the school, together with any supporting evidence that the parent wishes to be taken into account. The governing body will make decisions on requests for admission outside the normal age group on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; any information provided about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The governing body will also take into account the views of the Headteacher. When informing a parent of their decision on the year group the child should be admitted to, the governing body will set out clearly the reasons for their decision.

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~~Where the governing body agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and governing body must process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. The governing body must not give the application lower priority on the basis that the child is being admitted out of their normal age group.~~

~~Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.~~

Information on previous admissions

~~(Either)~~

~~Last year the school was able to admit all pupils whose parents applied for a place in YR.~~

~~(Or)~~

~~Last year there were X applications for Y places. The oversubscription criteria were applied and places were allocated to:~~

~~N children under criterion 1 (Looked after/previously looked after children)~~

~~N children under Criterion 2 (say what the criterion is)~~

~~N children under criterion 3 (etc).~~

Non-routine/in-year admissions

~~It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine admissions. Parents wishing their child to attend this school may arrange to visit the school. They will be asked to complete an application form and will be offered a place by the governors if one is available. The LA will be informed of the offer of a place once it has been accepted. If there is no place available in our school then the applicant will be informed in writing, together with the LA, and information about how to appeal against the refusal will be provided. Appeals for children moving into the area will not be considered until there is evidence of a permanent address, e.g. exchange of contracts or tenancy agreement with rent book. For children of UK Service personnel and other Crown Servants returning to the area proof of posting is all that is required.~~

~~Please note that you cannot re-apply for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.~~

Fair Access Protocol

~~The school participates in the Local Authority's In-Year Fair Access Protocol for unplaced children. There is no duty to comply with parental preference when allocating places under the In-Year Fair Access Protocol.~~

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APPENDIX A



**MILNROW PARISH CE PRIMARY SCHOOL
SUPPLEMENTARY FORM (A)**

Return both parts A and B to Milnrow Parish CE Primary School, St James Street, Milnrow,
Rochdale, OL16 3JT

Part A. To be completed by Parent / Guardian with church attendance

Surname of child: Christian names of child

Date of birth Date of Baptism/Infant Dedication (if applicable)

Name of parent(s)/guardian(s)

Address

Postcode

Telephone (landline)..... Mobile

Worship attendance:

How frequently do you attend worship?

At least Weekly fortnightly

For how long has this been your practice?

5 years 4 years 3 years 2 years 1 year

Has this been your practice for at least the year prior to this application?

Yes No

What other involvement do you have in your place of worship? (continue overleaf if necessary)

.....

.....

Signed Parent/Guardian Date:

Print name

Your faith leader will be contacted in order to confirm this information.

Part B. To be completed by vicar / priest / minister / faith leader / church officer

Name and address of place of worship one (or both) of the parents / guardians regularly attends:

.....

.....

Name of vicar / priest / minister / faith leader / church officer

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Address

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Postcode Telephone

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I confirm that one (or both) of the parent(s)/guardian(s) named above have attended church at least fortnightly for the past year.

Signed vicar / priest / minister/ faith leader / church officer Date

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