

**ST MARY'S C.E. PRIMARY SCHOOL**  
 In Partnership with St Helen's Primary School



**Supplementary Form for In-Year Admission**

**Section A**

All 3 pages of this form must be sent **directly to the School, if applying under Criteria 3.** Governors need this information to enable them to apply the oversubscription criteria to your application. Your application cannot be considered if you have not also submitted the Common Application Form to your Local Authority.

**The form only needs to be filled in if you are applying under the oversubscription faith criteria ('third' criteria as shown on page 1 of the Admissions Policy).**

Please ensure that you read the Admissions Policy and the Guidance Notes, which will help you to complete this form.

**Guidance Notes for Parents/Carers**

**Please read very carefully, the Admissions Policy that accompanies this form, before filling in any part of the form.**

1. The home address must be the child's main place of residence at the closing date for applications. Where parents/carers have shared responsibility for a child and the child lives for part of the week with each Parent/Carer, the nearer address will be considered as the home address.
2. To help you decide into which group you and/or your child fits, descriptions of the groups have been printed in full, in the Admissions Policy. Please read these descriptions very carefully, as your authorised representative will have to confirm the group into which you fit.
3. Now take all pages of this Supplementary Form and the Admissions Policy to the authorised representative of your place of worship. You may need to make an appointment with them first. Please ensure that they read the guidance notes before signing your form.
4. All pages of the supplementary form must then be sent along with the in-year admissions application form to St Mary's CE Primary School, Church Road, Yate, Bristol, BS37 5BG **OR** by email [office@stmarysyate.org.uk](mailto:office@stmarysyate.org.uk)

## To be completed by Parents / Carers:

### 1. General Information

Child's Surname	
Forenames	
Date of Birth	
Home Address	
Postcode	

**2: Regular church attendance:** This means attending **Church/Place of Worship** two or more times a month for a minimum of the last two years. If there was regular attendance before the COVID pandemic we would assume such attendance would have continued were it not for the lockdown.

2: Parent / Carer	
Does a Parent / Carer regularly attend a place of worship?	
If Yes, which place of worship?	
How long have they attended this place of worship?	Years <input type="text"/> Months <input type="text"/>
Does your child regularly attend a place of worship?	Please circle YES <input type="radio"/> NO <input type="radio"/>
If Yes, which place of worship?	
How long has he/she attended this place of worship?	Years <input type="text"/> Months <input type="text"/>

**3:** If, in the last two years, you and/or your child have regularly attended a place of worship different from the one(s) stated above, please give details below.

Place of worship	
Exact Dates of Attendance	From: <input type="text"/> To: <input type="text"/>
Name of Minister(s):	
Contact Address(es):	
Telephone Number(s):	
E-Mail Address(es)	

### 4: Declarations

**One Parent / Carer must sign** the following statement:

I verify that the information given above is true and accurate.

Signed:

Date:

**Now take the complete 'Supplementary Form' to the minister, leader or authorised representative of your place of worship.**

Please note that the form must be signed by one person who holds a position of responsibility in the church or place of worship; this will, for example, include the priest, minister or pastor, churchwarden, steward, elder or deacon, Sunday school or youth leader but must not include anyone related in any way to the applicant.

**Should the Governors find any discrepancy in the information given before the term of entry, they reserve the right to re-consider any place offered.**

## Supplementary Form for In-Year Admission

### Section B

**This part of the form is to be completed by the church representative only.**

#### **Guidance notes for Church Representatives**

Please read these guidance notes very carefully before agreeing with the level of involvement of the Parent/Carer and/or child in your church or place of worship:

1. We require the signatures of one person who holds a position of responsibility in the place of worship but who must not be related in any way to the applicant.
2. It is hoped that the Parent/Carer has made an appointment with the person of responsibility in the place of worship, to discuss this application. If you disagree with the Parent/Carer's description of their involvement, please indicate this, together with an explanation.
3. To help you decide into which group the applicant fits, descriptions of the groups are printed below. Please note where a Parent/Carer has indicated a second Church in Box 3 of the Supplementary Form, please allocate to a group based solely on frequency of attendance at your church.

Regular attendance means attending **Church/Place of Worship** two or more times a month for a minimum of the last two years.

- **Any less frequent attendance would NOT qualify as 'regular church attendance.'**
  - 'Worship' in the above includes not only Sunday services, but also weekday ones and it includes Sunday School or equivalent on a Sunday or on another day so long as the group is primarily about worship.
- 'Minimum of years.' Parents/Carers should calculate the minimum number of year's attendance as including the period up to the day before the specified closing date for submission of the Supplementary Form. If there was regular attendance before the COVID pandemic you can assume such attendance would have continued were it not for the lockdown. This must be confirmed by the church representative.

**Thank you very much for your help and time in this process.**

We, being the authorised representatives of .....,  
 (Place of Worship) have read the guidance notes of this form and believe that the application falls within  
 the category below:

Decide which description comes closest to describing the parent/carer, or their child's involvement in the  
 place or worship.

Place a tick against ONE of the groups below:

<b>Regular attendance</b>	
<b>Not regular attendance</b>	

This section should not be signed by any relative of the applicant Please ensure that you have ticked one of  
 the above boxes before signing below. If your decision on the regularity of attendance differs from that of  
 the parent, please indicate briefly why, including any extenuating circumstances:

Signature:

Please complete the following in **BLOCK CAPITALS**

Form please enclose a stamped  
 addressed postcard.

Name:

Position of responsibility:

Contact Address:

Telephone Number:

E-Mail Address:

**Both parts of the Supplementary form must be completed** and returned to their correct destinations by the  
 closing date.