II SIF - PRIVATE AND CONFIDENTIAL II

St Hugh of Lincoln Catholic Primary School

A Catholic School in the Diocese of Arundel and Brighton

Five Oaks Close, St John's, Woking Address, Surrey GU21 8TU
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SUPPLEMENTARY INFORMATION FORM

For admission in 2027-28

Important note to Parent/Carer:

- If you are expressing a preference for a place for your child at this school and wish to apply in connection with one of the faith criteria, you should complete this Supplementary Information Form (SIF).
- If you do not complete the SIF and return it to the school with all supporting documents by the closing date, your child may not be placed in the appropriate faith criterion. This is likely to affect your child's chance of being offered a place.
- For a Reception Year Admission in the normal admissions round for the Year 2027–28, the completed SIF, together with all supporting documents, should be returned to the school by **15 January 2027.**
- For an In-Year Admission in the Year 2027-28, the completed SIF, together with all supporting documents, should be returned to the school as soon as possible.
- If you are applying to more than one Catholic school, you will need to fill out a separate SIF for each school.
- For a Reception Year Admission in the normal round, you **must** also complete the Local Authority Common Application Form (CAF). The SIF is not valid without the CAF.

PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS

Child Details

Surname

Forenames (in full)

Date of birth: / /

Child's Home Address

Post Code:

Is the child resident in the Knaphill parish? Yes ☐ No ☐

(A zoomable map of the parish is available at: https://www.abdiocese.org.uk/education/find-a-school)

Home Telephone Number

Proposed Date of Admission

Parent/Carer details

Name (in full)

Address (if different from child)

Contact telephone number(s)

Email Address

Brothers/Sisters: When completing the Local Authority's Common Application Form (CAF), it is important that you provide details of any brothers and sisters who will be attending this school at the proposed time of admission. If this information is not provided on the CAF, the governors may not be able to place the application within the correct criteria. As a 'back-up mechanism', if you would also like to confirm to governors here (**NB this is optional**), that there will be a brother/sister at the school at the time of admission, please list below the Name(s)/Year Group(s) of the brother(s) &/or sister(s):

Name of child: _____ Year Group: _____

Name of child: _____ Year Group _____

Name of child: _____ Year Group _____

Applications for Catholic children - evidence required:

My child is a Baptised Catholic or has been received into the Catholic Church Yes ☐ No ☐

Date of Baptism / / Parish where child baptised

Note: A copy of the Certificate of Baptism/Reception into the Church must be included with this application.

Present Parish ***:

The application should be supported by the Parish Priest's signature and stamp. Please ask your Parish Priest to sign/stamp the box below ***

NOTE: This box to be completed by priest(s) only

Name of Parish Priest(s): _____

Signature of Parish Priest(s): _____

Date: / / *Affix Parish stamp(s) or seal(s), right:*

*** *The priest concerned would be the priest where the parent/carer normally worship or, if they do not practise their faith by attending Mass, the parish priest of the parish in which they are resident.*

Applications from Catechumens or Candidates for Reception - evidence required:

If application is being made for a place at the school where the parent/carer is a Catechumen or a Candidate for reception into the Catholic Church, evidence of their being a member of the catechumenate of a Catholic Church or a candidate for reception will be required. Proof of acceptance into the catechumenate, and evidence for a candidate, should be by a confirmatory letter from the appropriate priest. This evidence should be provided at the same time as this form is returned to the school.

Applications for children who are members of an Orthodox Church - evidence required:

If application is being made for a place at the school where the child is a member of an Orthodox Church, evidence of membership will be required. Membership is normally evidenced by a certificate of baptism/reception into the Orthodox Church. If that is not available, then a letter confirming membership of the applicable Orthodox Church, signed by the appropriate priest, will be required. The certificate of baptism/reception from the authorities of that Church or the letter from the priest confirming membership should be provided at the same time as this form is returned to the school.

Applications for children of other Christian denominations - evidence required:

If application is being made for a place at the school where the child is a member of another Christian denomination, either a certificate of baptism (where applicable) or a letter confirming membership of that Christian denomination, and signed by the appropriate minister of religion, will be required. The certificate of baptism or the confirmatory letter from the minister should be provided at the same time as this form is returned to the school.

Applications for children of other faiths - evidence required:

If application is being made for a place at the school where the child is a member of another faith, a letter confirming membership of that faith, and signed by the appropriate faith leader, will be required. The letter should be provided at the same time as this form is returned to the school.

Application Declaration (to be signed by parent/carer)

Please note, for a valid application, the Common Application Form (CAF) must be returned either online or in paper form to the appropriate Local Authority.

*I have completed and returned (either online or by post) the Local Authority Common Application Form (CAF) to the Local Authority showing **St Hugh of Lincoln Catholic Primary School, Knaphill** as one of my preferred schools*

Yes ☐ *No* ☐

I confirm that I have read and understood the Admissions Policy and that the information I have given on this form is accurate and truthful. I understand that I must notify the school immediately if there is a change to these details and that should any information I have given prove false, the Governors may withdraw any offer of a place, even if the child has already started at the school.
(An example of false information would be the use of an address that is not the child's normal residence).

Signed:

Parent/Carer Signature: _____

Print full name Mr/Mrs/Miss/Ms/Dr: _____

Date:

IMPORTANT CHECKLIST:

- ☐ I have fully completed this Supplementary Information Form
- ☐ My parish priest has signed/dated the correct section of the form (for Catholic applicants)
- ☐ I have enclosed, where applicable, a copy of:
  - ☐ Certificate of Baptism in a Catholic Church (for Catholic applicants) or
  - ☐ Certificate of Reception into Full Communion with the Catholic Church (for Catholic applicants)
  - ☐ Confirmatory letter from the priest (for applications from Catechumens)
  - ☐ Confirmatory letter from the priest (for applications from Candidates for Reception)
  - ☐ Certificate of Baptism/Reception or letter from the priest (for members of an Orthodox Church)
  - ☐ Certificate of baptism (where applicable) or letter from minister of religion confirming membership of other Christian denomination (for members of other Christian denominations)
  - ☐ Letter from faith leader confirming membership of other faith (for members of other faiths)

Additional Note for Catholic applicants:
The School may request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was baptised or received into the Catholic Church e.g. where the name and address of the church is not on the certificate or where the name of the church does not state whether it is a Catholic church or not. Those who have difficulty obtaining written evidence of baptism or reception into the Catholic Church should contact their parish priest.

When you have completed this form please return it (together with supporting documentation, if applicable) to: The Admissions Officer at St Hugh of Lincoln Catholic Primary School, Five Oaks Close, St John's, Woking, surrey GU21 8TU.

Reminder:
The closing date for return of this form for a Reception Year place for September 2027 is: **15 January 2027.**

Note: For further information on the way we use your data, please see the Xavier Catholic Education Trust Privacy Notice. This can be found on the Xavier Catholic Education Trust website in 'The About' section under the list of Central Policies and Financial statements.