



St. Helen's Catholic Infant School, Sawyers Hall Lane, Brentwood, Essex, CM15 9BY

Telephone: 01277 215626

E-mail: [admin@st-helens-inf.essex.sch.uk](mailto:admin@st-helens-inf.essex.sch.uk)**For School Use Only**

Date Received

Date Ranked

Ranked As

Certified By

**SUPPLEMENTARY INFORMATION FORM 2025/26**

Please read the relevant Admission Policy (noting in particular any faith criteria), your Local Authority booklet and the Notes attached, before completing this form.

<b>Child's Surname</b>	
<b>Child's First Names</b>	
<b>Child's Date of Birth</b>	<b>Gender (M/F):</b>
<b>Child's Home Address</b>	
	<b>Postcode :</b>
<b>Parent/Carer Name:</b>	
<b>Parent/Carer Address (if different from above)</b>	
<b>Parent/Carer Telephone</b>	
<b>Parent/Carer Email Address</b>	

**Religious Status of Child**

*Please indicate by placing a tick in the appropriate box – please note that a tick should be indicated in only a single box*

<b><u>Religious Status of Child</u></b>	<b>Tick Box</b>	<b>Evidence [insert details in accordance with the Notes attached]</b>
Baptised Catholic	<input type="checkbox"/>	<b>Copy of Baptism Certificate</b>
Catechumen	<input type="checkbox"/>	
Member of an Eastern Christian Church	<input type="checkbox"/>	
Member of other Christian Denomination	<input type="checkbox"/>	
Member of other faith	<input type="checkbox"/>	
Catholic Parish in which your child lives:		

The data on this form will only be used within the school admissions system, and will not be divulged to any third party outside the school admissions system in accordance with current Data Protection legislation.

**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 governing body may withdraw any offer of a place even if the child has already started school.**

Signed.....

Date.....

Print Name .....



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## **SUPPLEMENTARY INFORMATION FORM NOTES**

If you do not provide the information required in the Supplementary Information Form and return it to the school, with all supporting documentation, by the closing date, your child may not be placed in the appropriate faith category and this is likely to affect your child's chance of being offered a place.

Remember – you **must** also complete the Common Application Form.

**N.B. When completing the Common Application Form, it is important that you provide details of any siblings (brothers or sisters) who will be attending St. Helen's Infant or Junior School Academy at the proposed time of admission. If this information is not provided the admission authority of the school may not be able to place the application within the correct criteria.**

### **Religious Status Evidence**

#### **Evidence of Catholic Baptism**

If application is being made for a place at the school for a Catholic child evidence of Catholic baptism or reception into the Church is required. A certificate of baptism or certificate of reception into the full communion of the Catholic Church should be provided at the same time as this form is returned to the school.

The Admission Authority 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 Church should contact their Parish Priest.

#### **Evidence for Catechumens**

If application is being made for a place at the school for a catechumen evidence of their being a member of the catechumenate of a Catholic Church will be required. A certificate of reception into the order of catechumens should be provided at the same time as this form is returned to the school.

#### **Evidence of Membership of an Eastern Christian Church**

If application is being made for a place at the school for a member of an Eastern Christian Church, including Orthodox Churches, evidence of membership will be required. A certificate of baptism or reception from the authorities of that Church should be provided at the same time as this form is returned to the school.

#### **Evidence for Other Christian Denominations**

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

#### **Checklist:**

Have you enclosed?

- Copy of baptism or certificate of reception into the Catholic Church (where applicable).
- Certificate of acceptance in
- Letter confirming membership of a Christian denomination or other faith (where applicable).