

Church of England Voluntary Controlled Schools in the Diocese of Bath and Wells School Admission Supplementary Information Forms



Notes for those applying for places at Church of England Voluntary Controlled Schools

If you wish for your application to be considered under any criteria relating to church attendance, you must ensure the following:

1. That the attached form is completed by you and signed by the relevant church representative (vicar, priest, minister, pastor, church warden) and submitted at the time of application.
2. That the information on the form matches and fulfils the requirements set out in the specific admissions arrangements of the school for which you are applying.
3. That the completed form, signed by both you and the clergy, reaches Somerset Local Authority by the closing date for submission of applications. This is 23.59 hours on 15th January 2012 for primary phase admission to school in September 2012.
4. That a separate supplementary form be submitted for each church school for which you are applying as each is likely to have differing admissions criteria.
5. If you have recently, or are about to move to a different area, that you ensure that the appropriate church representative of the church where you have been regularly worshipping signs the supplementary information form for your application. **Please ensure that they have seen the admissions requirements for the school/s for which you are applying and are satisfied that you meet the necessary criterion/criteria.**

Please Note:

- Failure to send the correctly completed supplementary information form to your Somerset Local Authority by the application submission closing date will mean that your application cannot be considered under any church attendance criterion.
- The need to obtain the signature from a previous member of clergy/church after moving house cannot be considered as a reason for a late application to be accepted.

PART A

School Admissions

Supplementary Information Form



In the event of oversubscription, priority will be given in criterion 7 (for first admission to school) or criterion 8 (for transferring between phases) of the oversubscription criteria (as published) to children who themselves, or whose parent(s)/carer(s) regularly attend (minimum of once a month for at least 6 months before the date of application) the church(es) named within the school's admissions arrangements.

Please only complete this form if you believe that you meet Criterion 7 or 8 of the respective over subscription criteria.

Please complete Part A, and give this form to your clergy leader (priest/minister/pastor), who will complete Part B and return it to your home local authority. The relevant clergy must return this form to the LA by the deadline for submission of admissions applications for the 2012 academic year, which is 23.59 hours on 15 January 2012 for primary phase admission to school.

Details of Child/Children

Surname:.....

First Name/s:.....

Address:.....

Tel:.....

Details of Church/Clergy

Name of Church:.....

Name of Clergy:.....

Address of Clergy:.....

Tel:.....

Signed:.....

Relationship to child/children:.....

Date:.....

PART B
School Admission
Supplementary Information Form -
To be completed by clergy



The parent/carer identified in Part A has applied for a place for their child/children at a Somerset Local Authority maintained Voluntary Controlled school for the academic year 2012. We ask that you confirm that either the child or the parent(s)/carer(s) regularly attends your church – at least once per month and has done for a minimum of 6 months prior to the date of application.

Please return this form to the home Local Authority by the deadline for submission of admission applications, which is 23.59 hours on 15 January 2012 for primary phase admission to school in September 2012.

Thank you for your assistance in completing this supplementary form.

Please note

If this form is not completed or does not reach the LA by the prescribed date, the applicant cannot be considered as eligible for consideration under any church attendance criterion.

.....

I,.....(insert name of clergy) confirm that the child or parent(s)/carer(s) identified in Part A has attended(name of church) at least once a month for not less than 6 months prior to the date of application.

Signed:.....

Date:.....

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Notes for clergy or those responsible and authorised to sign supplementary information forms for those applying to church schools under a church attendance criterion

Please note that the recommendation of the Bath & Wells DBE is that clergy do not work in isolation when looking at school admission supplementary information form requests. The DBE strongly recommends that it is best practice to have a sub-committee of at least three members, including clergy, church wardens and those with responsibility for Sunday school to consider these requests and be authorised to sign the form if it is agreed appropriate.

Please also note that the completion of this form and its return in time to meet the admission application deadlines is critical for the applicant, and without it the child cannot be considered eligible under any church attendance criteria, even if they are regular attendees at church.

In order for the application to be considered under any church attendance criteria within the school's admissions arrangements, the following must be ensured:

6. That the attached form is completed by the applicant and signed by the relevant church representative (vicar, priest, minister, pastor, church warden) and returned by the application submission deadline of 23.59 hours on 15 January 2012.
7. That the information on the form matches and fulfils the requirements set out in the specific admissions arrangements of the school to which the application is being made. **Clergy must be clear that the specific criterion for each school is being met by the applicant and should see the admissions criteria so that they can check..**
8. The DBE recommends that schools use the criterion that either the child or at least one parent has attended worship at the church at least once a month for a minimum of 6 months prior to the time of the application. **Please note that this does vary from school to school, with some having far more rigorous requirements.**
9. **The DBE does recommend that the child or a parent has attended actual worship and that attendance at toddler groups or other**

activities that are held at the church does NOT meet the requirements.

10. That the completed form, signed by both applicant and the clergy, reaches the applicant's home Local Authority by the closing date for submission of applications. This is 23.59 hours on 15th January 2012 for primary phase admission to school in September 2012.
11. That a separate supplementary form be completed for each Voluntary Controlled school for which the applicant is applying as each is likely to have differing admissions criteria.
12. For applicants who have recently, or are about to move to a different area, the supplementary information form should be completed by the clergy at the church where they have been regularly worshipping. It is the responsibility of the applicant to organise this and ensure that the SIF is completed and sent in on time.

Please Note:

The application process is a legal one and every effort **MUST** be made to ensure that applications and any supplementary forms are completed accurately and on time. If applicants are unsuccessful, they have the right to appeal, and the information provided by clergy can be critical to the outcome of both the application and appeal, particularly where a school is very popular and oversubscribed. Competition for places at some schools can be fierce and it is vital that information supplied is accurate. **Clergy should not be pressured into signing a form if they know that the applicant does not, or are in doubt as to whether the applicant does, meet the criteria laid down by the school. This is one reason why a committee should consider every application. It is also particularly helpful where there is an inter-regnum or where clergy have been in post less than 6 months.**