

**KENT CATHOLIC SCHOOLS' PARTNERSHIP  
 ADMISSION TO SECONDARY SCHOOL  
 SUPPLEMENTARY INFORMATION FORM**

**This form should be completed and returned to:**

**The Admissions Officer, St Gregory's Catholic School, Reynolds Lane, Tunbridge Wells, Kent TN4 9XL Tel: 01892 527444 Email: [admissions@sgschool.org.uk](mailto:admissions@sgschool.org.uk)**

**CLOSING DATE** for applications for entry into Year 7 in September 2022: **31st October 2021**

**Please note** failure to submit a completed Supplementary Information form when applying for a Catholic school place may result in your application not being placed in the correct category and could result in you not receiving an offer of a place.

Please complete this form **and** the KCC online process at [www.kent.gov.uk/ola](http://www.kent.gov.uk/ola) or by completing a paper form called a Secondary Common Application Form (SCAF).

**In Year or Casual Applications**

Applications made too late for the Kent co-ordinated system, In-year applications for year 7 and applications for entry to years 8-11 must be made on the IYAF (In -Year and Casual application Form) available on school websites. The same policy and procedure (apart from the timetable) applies to these applications. This form must be sent to the school's Admissions Officer with this supplementary information form.

Before completing this form, please read the Admissions Policy and Procedure for 2022/2023 which can be found on the academy's website <http://www.sgschool.org.uk/policies--procedures/1016.html>

Please also ensure that you have read the academy's Privacy Notice, which can be found on the academy's website <http://www.sgschool.org.uk/policies--procedures/1016.html>

**SECTION 1: CHILD'S INFORMATION**

<b>Child's Surname:</b>		<b>Child's Forename:</b>	
<b>Gender:</b>		<b>Preferred Forename:</b> (if different from above)	
<b>Date of Birth:</b>			
<b>Child's Home Address:</b>		<b>Post Code:</b>	
<b>Has your child ever been in or is he/she currently in public care (including outside England) or adopted?</b>	<b>Yes / No</b> <i>If yes, please supply a document evidencing their status.</i>	<b>Religious Denomination:</b> e.g. Roman Catholic	

**SECTION 2: PARENT/CARER INFORMATION (please print clearly)**

	Parent/Carer 1	Parent/Carer 2
<b>Title:</b>		
<b>Full Name:</b>		
<b>Relationship to Child:</b>		
<b>Telephone No.:</b>		
<b>Mobile No.:</b>		
<b>Email Address</b> (Please print clearly):		
<b>Address</b> (if different from child's address):		
<b>Post Code:</b>		

**SECTION 3: FURTHER INFORMATION**

**Is your child a baptised Catholic? Yes  No**

If yes, please detail the date and place of the baptism: \_\_\_\_\_

*You must enclose a copy of your child's baptism certificate with this form. Photocopies are acceptable but will be retained by the academy.*

*To obtain a copy of your child's baptism certificate, please contact the parish priest of the Catholic Church where your child was baptised or received into the church.*

*If you cannot obtain a copy of your child's baptism certificate please contact the Admissions Officer for advice: Mrs Suzanne Burgess, [admissions@sgschool.org.uk](mailto:admissions@sgschool.org.uk)*

**Catechumens**

If your child is not yet baptised but is enrolled in a programme and has a date for their baptism confirmed, please state the date here: \_\_\_\_\_

*You must also obtain a letter from the parish priest confirming this information and your child's baptism date.*

**Will your child have a sibling on roll at the academy at the time of admission? Yes  No**

If yes, please give name, current year group and tutor group:

Name: \_\_\_\_\_ Year Group: \_\_\_\_\_ Tutor Group: \_\_\_\_\_

**SECTION 3 (CONTINUED):**

**Are you a current member of staff and been employed at the academy for the last two years?**

Yes  No

If yes, please confirm your full name and employment start date:

\_\_\_\_\_

**If you are not a Catholic family**

Are you a member of another Christian denomination (please see note 6 of policy for the definition)?

Yes  No

Are you a member of another Faith (see note 7 of the policy)?

Yes  No

***Please ensure that you include a copy of the child's baptism certificate or proof of dedication (if applicable) with this form***

Has your child and at least one parent/carer been a committed member of another Christian denomination or another faith for at least three years?

Yes  No

*If you have ticked yes, please ask your minister or other senior figure in your faith community to complete the "Reference for Faith Membership" form on page 5.*

**SECTION 4: PRIMARY SCHOOL INFORMATION**

Please tick if your child attends one of the following primary schools:

St Augustine's Catholic Primary School

St Margaret Clitherow Catholic Primary School

St Thomas' Catholic Primary School

St Mary's Catholic Primary School

**YOU MUST COMPLETE THIS SECTION**

I confirm that the information I have provided on this form is accurate and truthful:

Signed: \_\_\_\_\_ (Parent/Carer)

Full name of Parent/Carer (please print) \_\_\_\_\_

Date: \_\_\_\_\_

- **Please return this Supplementary Information Form in full to the Admissions Officer at St Gregory's Catholic School (not Kent County Council)**
- **For Year 7 entry in 2022 please return no later than 31st October 2021 in order that we may rank your application.**
- **Remember to send a copy of your child's baptismal certificate and/or evidence of Public Care/adoption status and/or faith leader's reference (see last page), *if applicable*, to the Admissions Officer at St Gregory's Catholic School along with this completed form.**
- You must also complete the Kent County Council (or Sussex Council if applicable) Secondary Common Application Form (SCAF) and **either return that to your child's primary school or make an electronic application at: [www.kent.gov.uk/ola](http://www.kent.gov.uk/ola) by 31st October 2021.**
- **In Year or Casual Applications**  
Applications made too late for the Kent co-ordinated system, In-year applications for year 7 and applications for entry to years 8-11 must be made on the IYAF (In -Year and Casual application Form) available on school websites. The same policy and procedure (apart from the timetable) applies to these applications. This form must be sent to the school's Admissions Officer with this supplementary information form. Please note that if you are not offered a place and submit an appeal, a copy of this form will be submitted to the Appeal Panel.

**Thank you for completing this**

**For office use only:**

Date Supplementary Form received by Admissions Officer: \_\_\_\_\_

Copy of Baptismal Certificate received: Yes  No

Documentary evidence of LAC status: Yes  No

Reference for Faith Membership: Yes  No

St Gregory's Catholic School uses a computerised administration system and is registered under the Data Protection Act. Access to information is strictly limited and protected. For further information, please read the Privacy Notices at <http://www.sgschool.org.uk/policies--procedures/1016.html>

## Reference for Faith Membership

St Gregory's Catholic School gives a degree of priority in admissions to children from families who are committed members of a denomination or faith other than the Roman Catholic Church (or a Catholic Church in communion with the See of Rome). We define committed as meaning that the child and at least one Parent or Carer, has been participating in the worship or communal prayer services or activities of the faith community for at least three years. The purpose of this reference is for that practice to be confirmed by a minister or other senior figure within the faith community. Attending another faith centre can be included as part of the three years if the referee is satisfied of such participation in that other faith community.

<b>Name of child:</b>	
<b>Name of Parent(s)/Carer(s):</b>	
<b>Address:</b>	

**I confirm that the child and parent/carer named above have been active participants in worship or communal prayer services or activities within our faith community for at least three years prior to the date of the person giving this reference:**

Yes  No

<b>Signed:</b>	
<b>Full name of referee:</b>	
<b>Position in church or faith centre:</b>	
<b>Address of church or faith centre:</b>	
<b>Email or mobile contact number:</b>	

Please comment below, if appropriate, only to clarify the participation in worship or other church activities over the last three years:

*Please return this form to the Parent/Carer who will send it to the Admissions Officer St Gregory's Catholic School, Reynolds Lane, Tunbridge Wells, Kent TN4 9LX  
admissions@sgschool.org.uk*