



St. James The Great

Roman Catholic Primary and Nursery School
Windsor Road - Thornton Heath
CR7 8HJ

Headteacher: Mr. C. Andrew BA(Hons) QTS PQSI

Telephone: 020 8771 3424
Fax: 020 8771 0065

E-mail: stjames@stjamesthegreat.org
Website: www.stjamesthegreat.org

Supplementary Information Form In-year Admission

This form is intended for use by families seeking admission where the child is already of school age (in-year admission). The completed form should be returned to the Admissions Secretary, at the school. If you submit any original documents which you wish to have returned, please include a self-addressed stamped envelope with this form. A Parish reference is required although if we are unable to offer a place immediately, it may be necessary to provide a more current reference at the time a place becomes available. A copy of the school's Admissions Policy is available from the school office or via the school website.

Completion of this form does not guarantee a place in the school.

Child's Surname: Date of Birth:

First Name/s: Female: Male:

Parent's Name: Religion:

Carer's Name: Religion:

Address:

.....

Home Tel No: Email:

Parent's Mobile No: Carer's Mobile No:

Original documentation of the following will need to be seen by the school in order to process this form.

Birth certificate Baptismal certificate Proof of Address

The Parish Reference Request which forms part of this document should be completed by your Parish Priest or Minister, after which it should be returned to Mrs Stock at the school. If your Priest (or Minister) uses another form, we are happy to have a copy of that document instead.

Parish Reference Form enclosed Parish Reference to follow

Parish where the family usually worships:

How long have you worshipped there? If less than 3 years, please ensure that an additional reference is obtained from your previous parish and submitted to the school within 2 weeks of submitting this form.

Additional reference from previous parish enclosed

Please turn over

How often do you attend Mass (or services of another religious denomination)?

Weekly More than once a month Once a month or less often

If Catholic, please indicate which Mass you normally attend: Saturday at(time)

Sunday at (time)

Please provide any additional information about your child/family which you feel is relevant to the admissions criteria including where appropriate supporting evidence eg letter/s from doctor, hospital, health visitor, social worker etc.

I confirm that the information provided in regard to the application is accurate and truthful.

Signed: (Parent/Carer) Date:

If any of the information provided on this form changes before you are notified of the outcome of your application, please inform the school's Admissions Secretary in writing immediately. If you fail to do so or if you provide information which is found to be deliberately inaccurate or misleading, the school reserves the right to withdraw any offer of a place.

General Data Protection Regulation: The school is registered for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority, the Diocese and with the DFE. Further details can be found on our Privacy Notice on the website or via the school office.

**St James the Great RC Primary & Nursery School
Windsor Road, Thornton Heath, Surrey CR7 8HJ**

Tel: 020 8771 3424

Fax: 020 8771 0065

**Parish Reference Request
for in-year admission**

Child's Name:

Parent(s)/Carer(s) Name(s):

Address:

.....

I am satisfied that the child is a baptised Catholic: Yes: No:

<u>Parent/Carer</u>	<u>Child</u>
Are they known to you? Regular (ie weekly) attendance at Mass Occasional (ie at least once a month) attendance at Mass Irregular (ie less than once a month) attendance at Mass	Is the child known to you? Regular (ie weekly) attendance at Mass Occasional (ie at least once a month) attendance at Mass Irregular (ie less than once a month) attendance at Mass
How long have they attended your Church?	How long has the child attended your Church?

Any comments you may wish to add in regard to the above:

Priest's Name:

Parish or ethnic chaplaincy:

Address:

Priest's Signature: Date:

<p>Parish Stamp/Seal</p>
