Appendix C	Supplementary Information Form

Part 1	The Purpose of this Supplementary Information Form
	This form must be completed **if** a parent wishes to provide supplementary information in order to confirm that his/her child satisfies criterion 1, 3 or 4 of the oversubscription criteria applying for Churchfield Church School. In the event that there are more admission applications received than places available within the required year group (oversubscription), it will be necessary for the Admission Authority to rank every application according to the oversubscription criteria published in section 4.2 of the school's Admission Arrangements.
Part 2	**Completing this Supplementary Information Form**
	The oversubscription criteria, which require qualifying evidence are set out on page two of this Supplementary Information Form (Part 6). A child will only be prioritised against a particular criterion if a completed Supplementary Information Form is submitted in conjunction with the application and in accordance with the procedure set out below in section 3 below. The required evidence must be provided to back up this claim.
Part 3	**Submitting this Supplementary Information Form**
	• For admission applications made as part of the 'normal' admissions round, which is coordinated by the home local authority (starting school in September): The admission application form must be submitted to the home local authority by 23:59 hours on **15 January** and this Supplementary Information Form must be submitted directly to the home local authority by the same date • For applications in connection with a place required in any year group during the school year (in-year admission process) the Supplementary Information Form must be submitted directly to the School Office with the admission application form. Churchfield Church School, Burnham Road, Highbridge, TA9 3JF.
Part 4	**Declaration**
	I confirm that the child named in Part 5 of this Supplementary Information Form satisfies the indicated criterion/criteria. I understand that any offer of a school place may be withdrawn where this claim is found to be misleading or false and that by signing this declaration, I grant the Admission Authority permission to seek further confirmation where it is deemed necessary to do so.

Applicant to print his/her name below and sign below	Date

Part 5	The Child who is the subject of this Supplementary Information		
Last Name		**First name**	**Middle Name**
Date of Birth: dd/mm/yyyy			
Home address			

Part 6	The oversubscription Criterion	Tick if applicable
Criterion 1	'Looked after children' or children who were previously looked after but immediately after being looked after became subject to a child arrangements order or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions. The definition in Section 22(1) of the Children Act 1989 applies.	
The required evidence to be attached to this Supplementary Information Form: Written confirmation issued by a local authority that the child is officially in the care of that authority at the time of application, or a copy of an adoption certificate, or qualifying order issued by the local authority previously responsible for the child		

Criterion 3	Children living in the catchment area, with a sibling at the school at the time of admission, and who live at the same address.	
Criterion 4	Children who themselves or whose parents attend a service of Christian worship at a registered Church at least once per month and have attended consecutively for the previous twelve months prior to application. A Church is defined as one of the Christian churches recognised by Somerset Churches Together. In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these (admissions) arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.	

The required evidence:
This declaration must be completed by the Vicar, Priest or Church official to confirm that the child named on this SIF fully satisfies the requirements of Criterion 4

I have consulted the Church leadership team and can confirm that

…….. (enter the name of the qualifying child or parent)

attends …… Church or place of worship and has done so at least once per month for the last six months

Signed……. Print Name……

Position…….. Date……..

Telephone/email contact details:……