



# St Richard's Catholic College

*A Catholic School in the Diocese of Arundel and Brighton*

Ashdown Road, Bexhill-on-Sea, East Sussex TN40 1SE

Telephone: 01424 731 070

Email: [admin@strichardscs.com](mailto:admin@strichardscs.com)

[www.strichardscs.com](http://www.strichardscs.com)

## SUPPLEMENTARY INFORMATION FORM

### For admission in 2024-25

Important note to Parent/Carer:

- If you are expressing a preference for a place for your child at this school and wish to apply in connection with one of the faith criteria, you should complete this Supplementary Information Form (SIF).
- If you do not complete the SIF and return it to the school with all supporting documents by the closing date, your child may not be placed in the appropriate faith criterion. This is likely to affect your child's chance of being offered a place.
- For a Year 7 Admission in the normal admissions round for the Year 2024-25, the completed SIF, together with all supporting documents, should be returned to the school by **31 October 2023**.
- For an In-Year Admission in the Year 2024-25, the completed SIF, together with all supporting documents, should be returned to the school as soon as possible.
- If you are applying to more than one Catholic school, you will need to fill out a separate SIF for each school.
- You **must** also complete the local authority Common Application Form (CAF). The SIF is not valid without the CAF.

**PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS**

**Student Details**

Surname

Forenames (in full)

Date of birth:

Looked After Child or previously LAC? Yes  No

Does the child attend a deanery feeder school? (see *note j.* of Admissions Policy) Yes  No

Name of deanery feeder school (please circle)

Child's Home Address

Post Code:

Home Telephone Number

Proposed Date of Admission

**Parent/Carer details**

Name (in full)

Address (if different from student)

Contact telephone number(s)

Email Address

**Brothers/Sisters:** When completing the Local Authority's Common Application Form (CAF), it is important that you provide details of any brothers and sisters who will be attending this school at the proposed time of admission. If this information is not provided on the CAF, the governors may not be able to place the application within the correct criteria. Name of brother(s) / sister(s) attending the school at the time of proposed admission\*:

Name of student: \_\_\_\_\_ Year Group: \_\_\_\_\_

Name of student: \_\_\_\_\_ Year Group: \_\_\_\_\_

Name of student: \_\_\_\_\_ Year Group: \_\_\_\_\_

**Applications for Catholic children - evidence required:**

My child is a **Baptised Catholic** or has been received into the Church Yes  No

Date of Baptism  /  /  Parish where child baptised

**Note:** A copy of the Certificate of Baptism / Reception into the Church **must** be included with this application.

My child has received **Catholic First Holy Communion (FHC)** Yes  No

Date of FHC  /  /  Parish where FHC received

**Note:** A copy of the child's First Holy Communion certificate must be included with this application. If this is not available for any reason, then other evidence proving that First Holy Communion has taken place (such as a service programme or letter of confirmation by the parish priest/delegated representative) would be acceptable.

Present Parish \*\*\*:

**The application should be supported by the Parish Priest's signature and stamp. Please ask your Parish Priest to sign/stamp the box below \*\*\***

**NOTE: This box to be completed by priest(s) only** Name of Pupil: \_\_\_\_\_

Name of Parish Priest(s): \_\_\_\_\_

Signature of Parish Priest(s): \_\_\_\_\_

Date:  /  /  *Affix Parish stamp(s) or seal(s), right:*

\*\*\* *The priest concerned would be the priest where the child or parent/carer normally worship or, if they do not practise their faith by attending Mass, the parish priest of the parish in which they are resident.*

**Applications for children who are members of an Orthodox Church - evidence required:**

If application is being made for a place at the school where the child is a member of an Orthodox Church, evidence of membership will be required. Membership is normally evidenced by a certificate of baptism/reception into the Orthodox Church. If that is not available, then a letter confirming membership of the applicable Orthodox Church, signed by the appropriate priest, will be required. The certificate of baptism/reception from the authorities of that Church or the letter from the priest confirming membership should be provided at the same time as this form is returned to the school.

**Applications for children of other Christian denominations - evidence required:**

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

**Applications for children of other faiths - evidence required:**

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

**Application Declaration (to be signed by parent/carer):**

**Please note, for a valid application, the Common Application Form (CAF) must be returned either online or in paper form to the appropriate Local Authority.**

*I have completed and returned (either online or by post) the Local Authority Common Application Form (CAF) to the Local Authority showing **St Richard's Catholic College, Bexhill** as one of my preferred schools.*

Yes  No

*I confirm that I have read and understood the Admissions Policy and that the information I have given on this form is accurate and truthful. I understand that I must notify the school immediately if there is a change to these details and that should any information I have given prove false, the Governors may withdraw any offer of a place, even if the child has already started at the school. (An example of false information would be the use of an address that is not the child's normal residence).*

Signed:

Parent/Carer Signature: \_\_\_\_\_

Print full name Mr/Mrs/Miss/Ms/Dr: \_\_\_\_\_

Date:

**IMPORTANT CHECKLIST:**

- I have fully completed this Supplementary Information Form
- My parish priest has signed/dated the correct section of the form (for Catholic applicants)

I have enclosed, where applicable, a copy of:

- Certificate of Baptism in a Catholic Church (for Catholic applicants) or
- Certificate of Reception into Full Communion with the Catholic Church (for Catholic applicants)
- Certificate of Catholic First Holy Communion or, if not available for any reason, other evidence such as a service programme or letter of confirmation from the parish priest/delegated representative (for Catholic applicants)
- Certificate of Baptism/Reception or letter from Priest (for members of an Orthodox Church)
- Certificate of Baptism or letter from Minister of Religion confirming membership of other Christian denomination (for members of other Christian denominations)
- Letter from Faith Leader confirming membership of other faith (for members of other faiths)
- Evidence that the child is currently or has previously been in the Care of the Local Authority (for looked after or previously looked after children)

**Additional Note for Catholic applicants:**

The School 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 Catholic Church should contact their Parish Priest.

**When you have completed this form please return it (together with supporting documentation, if applicable) to: The Admissions Secretary at St Richard's Catholic College, Ashdown Road, Bexhill-on-Sea, East Sussex TN40 1SE**

**Reminder:** The closing date for return of this form for a Year 7 place for September 2024 is: **31 October 2023.**

Note: The school is committed to protecting the information provided by parents/carers and using it only for the purpose for which it was obtained. For information on the school's Privacy Notice, please look on the school's website [www.strichardscc.com](http://www.strichardscc.com) or contact the school for a hard copy.