



Appendix C	Supplementary Information Form
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Part 1	The Purpose of this Supplementary Information Form	
	<p>This form must be completed <u>if</u> a parent wishes to provide supplementary information in order to confirm that his/her child satisfies criterion 1 or 4 of the oversubscription criteria applying for St John the Evangelist Church School.</p> <p>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 Admissions Authority to rank every application according to the oversubscription criteria published in section 4.2 of the school’s Admission Arrangements. This will determine a priority for the offer of available places.</p>	
Part 2	Completing this Supplementary Information Form	
	<p>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.</p> <p>The required evidence must be provided to back up this claim.</p>	
Part 3	Submitting this Supplementary Information Form	
	<ul style="list-style-type: none"> • For admission applications made as part of the ‘normal’ admissions round, which is coordinated by the home local authority (starting school in September 2018): The <u>admission application form</u> must be submitted to the home local authority by 23:59 hours on 15 January 2018 and this Supplementary Information Form must be submitted <u>directly to the school</u> 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 <u>directly to the School Office with the admission application form</u>. <p style="text-align: center;">St John the Evangelist Church School, Fosseyway, Clevedon, BS21 5EL.</p>	
Part 4	Declaration	
	<p>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 I understand that any offer of a school place may be withdrawn where this claim is found to be misleading or false and that by signing this declaration, I grant the Admission Authority permission to seek further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.</p>	
Applicant to print his/her name below and sign below		Date



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

Part 6	The oversubscription Criterion	Tick if applicable
Criterion 1	A looked after child or a child who was previously looked after by a local authority, but immediately after being looked after became the subject to an adoption, child arrangements or special guardianship order.	
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 4	Children who themselves, or whose parent attend a service of Christian worship at a registered place of worship on at least one day per month and have attended for the twelve months prior to submitting an admission application.	
The required evidence: The following declaration must be signed by the Vicar, Priest or Church official to confirm that the child named on this SIF fully satisfies the Faith requirements of Criterion 4.		

I have consulted the appropriate Church leadership team and can confirm that (enter the qualifying child or parent's name) attends Church or place of Christian worship and has done so for at least <u>once per month for the last twelve months</u> Signed.....Print Name..... Position.....Date..... Email or telephone contact details		
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