



St Joseph's Junior School
Supplementary Information Form 2021/22

Please read the Admissions Policy and procedures before completing this form.

If you would like help in completing this form or with translations of the questions please do not hesitate to contact the school office and this will be arranged.

If you are seeking a place for your child to join St Joseph's Junior School in September 2021 then complete and sign this form and, if you are Catholic, hand it to your parish priest or the parish priest at the church at which you normally worship. He will add his reference in Part 2 which should then be returned to the school. If you are not a Catholic, please hand the form to your minister or equivalent who will add his or her reference in Part 3. The completion of a Supplementary Information Form is not mandatory. However, if the form is not completed, the governing body of the school will only be able to consider the application after all applicants who have completed and returned a Supplementary Information Form. This may result in the application being ranked in a lower criterion.

All information given is strictly confidential and will only be seen by the Admissions Committee and your nominated Priest. In the event of an Appeal it will be released to the Independent Appeal Panel.

COVID-19 Statement in relation to Mass attendance

On the advice of the Education Commission of the Archdiocese of Southwark the governing body of Federation of St Joseph's Junior, Infant and Nursery schools has agreed the following statement in order to clarify how its faith-based over subscription criteria will be interpreted whilst churches are closed or attendance at church is not possible due to COVID19.

The suspension of the obligation to attend Sunday Mass was announced on 18th March 2020 by Bishops' Conference of England and Wales. If a parent/carer attended Mass at particular parish (or parishes) prior to 18th March 2020 then they will be considered to have attended Mass in that parish (or parishes) regularly since that time. This will remain the case until the Sunday obligation is reintroduced by the Bishops.

Closing Date: This form should be returned to the school no later than 15th January 2021

Part One

PLEASE USE BLOCK CAPITALS

Child's Details

Child's Surname	
Child's First Name(s)	
Male/ Female	
Date of Birth	DD/MM/YY
Home Address (<i>this must be the address where the child normally lives</i>) including postcode	
	Postcode:
Name of Borough	
Religion	
Date of Baptism (<i>please attach copy of Baptismal Certificate</i>)	DD/MM/YY
Place & Parish of Baptism	

Details of the Parent/ Carer/ Guardian signing the form

Full name	
Title Mr/Mrs/Ms etc	
Address, including postcode	

Telephone number	Home:	Daytime:
Email Address		
Religion		
Relationship to Child		

In the case of the application being made by a guardian/carer - proof of guardianship or care order must be given at the time of application.

Siblings Details: Include **ALL other brothers/sisters** (see Important Notes for details) of the child named above who are attending either St Joseph's Infant or Junior Schools at the time of applicant's admission.

Full Name	Year group in Sept 2021

Details of the Parish in which you live

Name of the Parish		
Name of Parish Priest		
Address of Presbytery, including postcode & telephone number		
	Tel.	Postcode:
Name & Address of the priest to whom you will take this form in order to provide verification in Part Two or your place of worship and name of the person who will be providing your verification of regular practice in Part Three.		
How long have you lived in the Parish?		

How often do the family attend Mass? (Please **circle** which option is your usual pattern of Mass attendance – see Important Notes for definitions)

Weekly	Intermittently	Never
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How long has this been your usual practice?

Adult making the application years

Please indicate the time of Mass at which the family usually attend

(Saturday/Sunday and time)

Current School of the child for admission *(Please tick correct box)*Is your child currently attending St Joseph's Infant School? ☐ YES ☐ NO

Please attach any other information you may feel is relevant to this application in relation to the school's admissions policy in respect of exceptional medical, social or pastoral needs of your child that make only this school suitable for them. Strong and relevant evidence must be provided by an appropriate professional authority (e.g. qualified medical practitioner, education welfare officer, social worker or priest).

REMINDER: Please make sure you bring the following with this form:

1. The **Baptismal Certificate** of the child applying *and*
2. A recent **Utility bill** (gas, electric, water) or **Bank Statement** dated within last 3 months

and if applicable (please see the attached sheet for all information)

3. The Proof of Guardianship/Care Order

All originals must be brought to the school office. They will be copied and returned to you.

All documents must be dated within three calendar months. **Photocopies are not acceptable.**

PLEASE RETURN THIS FORM TO THE ADMISSIONS COMMITTEE VIA THE SCHOOL OFFICE (between 8:30am and 4:00pm) OR BY POST:

St Joseph's Junior School, Woodend, Upper Norwood, SE19 3NU
(TEL: 0208 653 7195)

If proof of receipt is required please send a stamped addressed envelope, if you return the form in person you will be asked to sign the log book as proof of receipt.

Common Application Form (CAF)

Please ensure that you also complete the online **Common Application Form** for your home Local Authority, which should be completed online **before the closing date of 15 January 2021.**

Please note only one parent is required to sign the form; we respectfully request that this should be the Catholic Parent. If the child has a legal guardian, other than the parent, they should sign the form and provide written evidence to support this fact.

Parent/Carer Declaration:

I have read the admissions criteria for the school and understand that a place at the school is not guaranteed until I receive a written offer from the Governors.

I confirm that the information given on this Supplementary Information Form is correct and that I have not omitted any material information. I understand that false information

or omission of material information may result in disqualification or even loss of a place after it has been offered, accepted or taken up.

Signed (Parent Guardian/Carer)

Print..... Date.....

Relationship to child.....

Part Two

Verification by Parish Priest

To be completed by the nominated Priest, please tick all boxes which apply to this application, giving details if appropriate.

☐ I verify that the Mass attendance information given on the Supplementary Information Form is correct.

☐ I verify that this child is baptised or is enrolled in Catechumenate

☐ I am unable to verify that the information given is correct because.....

.....
.....

Signed.....

Date.....

Print name.....

Parish.....

Part Three

To be completed only by ministers of other denominations or faiths.

Non-Catholic parents/carers from other denominations or faiths should hand this form to their minister or equivalent asking them to complete the section below and return it as soon as possible to St Joseph's Infant School.

☐ I confirm that this family are members of our faith community

☐ The family is not known to me

Name of minister:.....

Denomination/faith:.....

Name of Parish or faith community:

Address:.....

..... Post Code.....

Telephone No:.....

Signed..... Date.....

**THIS FORM SHOULD BE RETURNED TO THE
JUNIOR SCHOOL OFFICE**

**St Joseph's Junior School, Woodend, Upper Norwood SE19 3NU
[TEL: 0208 653 7195]**

THE CLOSING DATE is 15 JANUARY 2021

PLEASE CHECK YOU HAVE INCLUDED THE FOLLOWING:

- ☐ Parish Priest's or Minister's signed verification
- ☐ Baptism Certificate*
- ☐ Utility Bill* (gas, electric, water)
or Bank Statement* (for proof of address **dated within 3 months**)

and if applicable

- ☐ Proof of Guardianship or Care Order

***ORIGINAL DOCUMENTS ONLY – COPIES WILL BE TAKEN IN SCHOOL AND
THE ORIGINALS RETURNED TO YOU.**