



Salesian School

A Catholic School in the Diocese of Arundel and Brighton

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IN-YEAR SUPPLEMENTARY INFORMATION FORM

For in-year admission in 2023-24

Important note to Parent/Carer:

- For an In-Year Admission in the Year 2023-24, the completed SIF, together with all supporting documents, should be returned to the school as soon as possible.

PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS**Student Details**Surname Forenames (in full) Gender Boy Girl Date of birth: / / Name of school currently attending Child's Home Address Post Code: Is the child resident in one of the parishes in the Weybridge Deanery or in the Cobham parish? (see note h. of Admissions policy) Yes No 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. As a 'back-up mechanism', if you would also like to confirm to governors here (**NB this is optional**), that there will be a brother/sister at the school at the time of admission, please list below the Name(s)/Year Group(s) of the brother(s) &/or sister(s):

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.

Please respect that the school office staff are busy and should not be asked to photocopy original certificates.

Thank you for your understanding.

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 been made (such as a service programme or a 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 Student: _____

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 from Catechumens or Candidates for Reception - evidence required:**

If application is being made for a place at the school where the child is a Catechumen or a Candidate for reception into the Catholic Church, evidence of their being a member of the catechumenate of a Catholic Church or a candidate for reception will be required. Proof of acceptance into the catechumenate, and evidence for a candidate, should be by a confirmatory letter from the appropriate priest. This evidence should be provided at the same time as this form is returned to the school.

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. A letter confirming membership of the applicable Orthodox Church, signed by the appropriate priest, will be required. The letter and a certificate of baptism or reception from the authorities of that Church 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, a letter confirming membership of that Christian denomination, and signed by the appropriate minister of religion, will be required. The 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):

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)
 - Confirmatory letter from the priest (for applications from Catechumens)
 - Confirmatory letter from the priest (for applications from Candidates for Reception)
 - Letter from priest and certificate of Baptism / Reception (for members of an Orthodox Church)
 - 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)

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 Officer at Salesian School, Guildford Road, Chertsey, KT16 9LU