

Diocese of Westminster

Catholic Primary Schools

Supplementary Information Form 2018 – 2019

Reception



Name and Address of School:

St Vincent's Catholic Primary School,
1 Pierrepont Road, Acton, W3 9JR

Child's Details

Child's surname:	
Child's first name:	
Home Address:	Date of Birth:
	Postcode:

Parent/Carer Details

Parent(s)/Carer(s) name:	
Address (if different from above):	
Telephone number:	
e-mail address:	
Alternative contact details:	
Name:	
Address:	
Telephone number:	
e-mail address:	

Details of Religion

Religion of child: (Please tick)	Catholic	Other Christian (name of denomination)	Other faith
Catholic Parish you live in:			
Church where child was baptised and date of baptism: (baptism certificate required)			
Name and position of priest providing Certificate of Catholic Practice or religious leader supplying letter confirming membership of the faith community (where appropriate):			

Names of brothers or sisters at this school:	Name	Class or Year Group
Is your child 'looked after' by the Local Authority, adopted having previously been 'looked after' or subject to child arrangements or special guardianship orders? (Please circle your response)	YES	NO
Does your child have exceptional medical, pastoral or social needs that can only be met by attendance at this school? Please circle. (Professional evidence will be required.)		
YES	NO	

I confirm that I have read and understood the Admissions Policy and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that should any information I have given prove to be inaccurate that the governors may withdraw any offer of a place even if the child has already started school.

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

Please note:

- Where applicable parents can obtain a Certificate of Catholic Practice form from the parish where the family normally worships or from the Diocese of Westminster website.
- Applicants from other Christian denominations and other faiths may attach a letter from their minister or religious leader, confirming membership of that faith community.
- You **must** complete your local authority's application form online by the closing date. **If you do not do this, you will not be offered a place.**
- **The school appreciates any official translations of relevant foreign documents being included with your application.**

Checklist:

Have you enclosed? Baptism certificate (where appropriate)
 Certificate of Catholic Practice (where necessary)
 Evidence of exceptional need (where appropriate)

Proof of address

You will be required to provide the following documentary evidence of your home address when submitting your application form. You are required to submit **two** items of documentary evidence: current year's council tax bill plus one other proof of address (e.g. utility bill, bank statement, etc.)

If you do not pay council tax, then one of the following may be accepted:

- Council rent book for the current year
- Letter confirming entitlement to income support for the current year
- Tenancy Agreement from a registered private letting agency
- Letter from Social Services, NASS, Housing Department confirming placement at your address
- If moving home a solicitor's letter confirming the date that contracts were exchanged and the proposed date of completion

If none of the above are available, then a letter explaining the circumstances and three items of documentary evidence to show that you are living at that address. ***Without this documentation we will be unable to process your application.***

**The school needs to see all original documents listed.
 We do not accept postal or electronic applications.**

Have you completed your local authority's online application form (CAF)?