



DIOCESE OF BRENTWOOD
HOLY CROSS CATHOLIC PRIMARY ACADEMY HARLOW
SUPPLEMENTARY INFORMATION FORM

If you are expressing a preference for a place for your child at Holy Cross Catholic Primary Academy Harlow **and wish to apply under a faith criterion**, you should complete this Supplementary Information Form.

- The completed Supplementary Information Form, together with all supporting documentation (see Notes below), should be **returned to Mrs Thomas, Admissions Officer**, by the closing date, 15th January 2023.
- If you are applying to more than one Catholic school or academy you will need to complete a separate Supplementary Information Form for each school/academy.
- **If you do not provide the information required in this form and return it to the school/academy, with all supporting documentation, by the closing date, your child may not be placed in the appropriate faith category and this is likely to affect your child's chance of being offered a place.**
- Remember – you **must** also complete the Common Application Form which is available from Essex County Council. Details are on our school website.

Name of child: _____

Address of child: _____

Parent/Carer Details¹

Parent/Carer Name: _____

Telephone Number _____

Parent/Carer Address: _____

(if different from above) _____

Name of sibling already _____

attending Holy Cross (if applicable)

[Please read the relevant school/academy Admission Policy, noting in particular any faith criteria, and your Local Authority booklet, before completing this form.]

NOTE: When completing the Academy Application Form, it is important that you provide details of any siblings (brothers or sisters) who will be attending the Catholic academy at the



proposed time of admission. If this information is not provided the admission authority of the Catholic academy may not be able to place the application within the correct criteria.

Religious Status of child (please indicate by placing a tick in the appropriate box – please note that a tick should be indicated in only a single box)²

Criteria	Tick Box	Evidence
1. Catholic with a Certificate of Catholic Practice	<input type="checkbox"/>	
2. Baptism	<input type="checkbox"/>	
3. Catechumen	<input type="checkbox"/>	
4. Member of an Eastern Christian Church	<input type="checkbox"/>	
5. Member of other Christian denomination	<input type="checkbox"/>	
6. Member of other faith	<input type="checkbox"/>	

Catholic [Parish] [Deanery] in which your child lives:

[The data on this form will only be used within the school/academy admissions system, and will not be divulged to any third party outside the school/academy admissions system in accordance with current Data Protection legislation.]

I confirm that I have read the Admissions Policy of the school 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, the governing body may withdraw any offer of a place even if the child has already started school.

Signed.....

Date.....



Notes

1. Evidence of Catholic Baptism

If application is being made for a place at the school for a Catholic child evidence of Catholic baptism or reception into the Church is required. A certificate of baptism or certificate of reception into the full communion of the Catholic Church should be provided at the same time as this form is returned to the school.

[The Admission Authority 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 Church should contact their Parish Priest.]

2. Evidence of Catholic Practice

If application is being made for a place at the school for a Catholic child with a Certificate of Catholic Practice, this must be signed by a Catholic priest in the form laid down by the Bishops' Conference of England and Wales. The certificate should be obtained from the family's parish priest, or the priest in charge of the Church where the family practises, and should be provided at the same time as this form is returned to the school.

3. Evidence for Catechumens

If application is being made for a place at the school for a catechumen evidence of their being a member of the catechumenate of a Catholic Church will be required. A certificate of reception into the order of catechumens should be provided at the same time as this form is returned to the school.

4. Evidence of Membership of an Eastern Christian Church

If application is being made for a place at the school for a member of an Eastern Christian Church, including Orthodox Churches, evidence of membership will be required. 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.

5. Evidence for Other Christian Denominations and Other Faiths

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



Checklist:

Have you enclosed?

- Copy of baptism or certificate of reception into the Catholic Church.
 - Certificate of Catholic practice.
 - Letter confirming membership of a Christian denomination or other faith.
 - The long version of the child's birth certificate.
 - Proof of address from a utility bill, no older than 3 months.
- Have you completed and returned your local authority's Common Application Form?

MISSION STATEMENT

Jesus is the centre of our lives,
our learning and friendships,
in a safe, happy and caring community where all are welcome.

Policy and Numbers

Holy Cross Catholic Primary Academy aims to give a thorough education within the context of the Catholic Faith and principles. The school nurtures the Catholic faith that is believed at home and demonstrated at the Church where the family worship.

Catholic education looks to the growth of the child, intellectually, socially, morally and spiritually, thus necessitating a very close bond between Church, School and Home.

Admission criteria to be judged by the status of the applicant at the time of the closing date.

The number of intended admissions for the year commencing 1st September 2023/24 is 60.

Essex are operating a co-ordinated Admissions Policy for the Reception intake affecting children from September 2006 intake onwards. Parents have to submit a standard application form direct to Essex. In addition, Parents are required to submit a Supplementary Information Form (SIF) direct to school. The SIF is available from the school office. Failure to submit a SIF to school and a standard form to Essex may result in our school being unable to process your child's application.

Application Procedures: Applications must be made in accordance with the co-ordinated scheme operated by the child's home LA. For children resident in Essex this is detailed in the Primary Education in Essex booklet.

Applications must be made by the National Closing Date detailed in the Primary Education in Essex booklet which are available from the LA. Late applications will be dealt with as detailed in the booklets for children in Essex. Children resident outside of Essex should refer to the process for handling late applications published by their home LA.



Oversubscription

1. Baptised Catholic looked after and previously looked after children
2. Baptised Catholic children who are resident and worship in the parishes of St Luke's and Holy Cross and The Church of the Assumption Mulberry Green, confirmed by their Parish Priest
3. Baptised Catholic children who live and worship in other parishes, confirmed by their Parish Priest, who cannot reasonably attend a nearer Catholic school.
4. Other Baptised Catholic children.
5. Other looked after and previously looked after children.
6. Catechumens and members of an Eastern Christian Church.
7. Children of other Christian denominations whose membership is evidenced by a minister of religion.
8. Children of other faiths whose membership is evidenced by a religious leader.
9. Any other children.

Where applicants for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit.

In the event of over subscription in any category the following criteria in the order given below will be used to determine priority.

1. Children of teaching staff who:
 - a. have been employed at the school for two or more years at the time of application for the school place or
 - b. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
2. Those children who have brother(s) or sister(s) in the School in any but the final year.
3. Those living nearer to the school judged by distance calculated using the local authority system will be given precedence within their category. The LA system is explained further in the 'Primary Education in Essex' booklet.

According to Canon Law, Dedication is not the same as baptism.

Pupils are admitted in the September before their fifth birthday.

Children with Statements of Special Educational Needs are dealt with under a separate admissions policy.

When admission to the school is refused, parents have the right to appeal against the Governors decision. Such appeals should be made in writing and addressed to: The Clerk to the Independent Admissions Appeal Panel, PO Box 11, Chelmsford, Essex CM1 1LX.

A waiting list will be kept by Essex County Council until the end of the first week of the autumn term and thereafter by the school. The waiting list will be maintained until the end of Year 2 for a Reception application and until the end of Year 6 for applications within key stage 2.

In all cases of admission, the Governors will wish to be satisfied of the positive support and attitude of parents for a Catholic education within a Christian environment.

* Looked after children – are those children where the Local Authority deems as requiring 'Looked After Children' status.

- Sibling means natural brother or sister, step brother or sister living at the same address