

**SUPPLEMENTARY INFORMATION FORM 2018-19**

This form should be completed when applying for a place at St. Nicolas CE Primary School, Locks Hill, Portslade, Brighton BN41 2LA.

**Note: While it is not mandatory to complete a Supplementary Information Form (SIF), if the school does not receive a completed SIF, it is likely that governors will only be able to rank the application within Categories 7 and 8 of the Oversubscription Criteria.**

**You must also complete and return a Local Authority Preference Form available from & returnable to the Local Authority in which you live.**

**Both forms must be received by the closing date for applications which is **(insert date) 2018.****

**Child with a Statement or an Education, Health and Care Plan which names St. Nicolas CE Primary School**

Local Authority which has issued the Statement or EHC Plan (please enclose a copy of the Statement/EHC Plan):	
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**Admissions Category**

I am applying for a place at St. Nicolas School under Category No: (Please state which category of the Oversubscription Criteria applies to this application)	
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**Details of Child**

Child's first name:	Child's middle name(s):
Child's surname:	Date of birth:
Child's home address (see Notes in Admissions Arrangements):	
Postcode:	
Year group to which this application relates (tick as appropriate): <b>or</b> If you are applying for a different year group, please indicate which year in the box opposite:	RECEPTION <input type="checkbox"/> <input type="checkbox"/>
Child's present school/nursery:	

**Details of Parents/Carers**

1 <sup>st</sup> Parent/Carer's name:	
Relationship to Child:	
Address:	
Postcode:	
Telephone numbers:	
Email address:	
2 <sup>nd</sup> Parent/carer's name:	
Relationship to Child:	
Address:	
Postcode:	
Telephone numbers:	
Email address:	

**Details of siblings (if applying under Category 5 of our Oversubscription Criteria)**

Name(s) of siblings who will still be attending St. Nicolas in September 2018:	
His/her current school year at St. Nicolas:	

**Details of member of staff (if applying under Category 6 of our Oversubscription Criteria)**

Name of member of staff:	
Date of commencement of employment at St. Nicolas:	
Relationship to child:	

If you are applying for a place at St. Nicolas under Category 1 of the Oversubscription Criteria, please supply the appropriate documentation as requested:

**Child currently 'looked after' by a Local Authority**

Is the child 'looked after' by a Local Authority? If so, please name the Authority:	
Name and telephone number of social worker:	

**Child previously 'looked after' by a Local Authority**

The child is the subject of an Adoption Order. (Please supply a copy of the Order)	Please tick	<input type="checkbox"/>
The child is the subject of a Child Arrangements Order. (Please supply a copy of the Order)	Please tick	<input type="checkbox"/>
The child is the subject of a Special Guardianship Order. (Please supply a copy of the Order)	Please tick	<input type="checkbox"/>

If you are applying for a place at St. Nicolas under Category Numbers 2, 3 or 4 of our Oversubscription Criteria (church attendance), you must ask the Minister/Priest of your church to complete and sign this section of the form. Failure to do so will result in your application being processed under Categories 7 or 8.

**To be completed by the Minister/Priest of the appropriate church**

Name of child:	
Names of parents/carers eligible under Categories 2, 3 or 4 of the Oversubscription Criteria: <i>(Please read the Oversubscription Criteria in relation to Categories 2, 3 and 4)</i>	
Name and address of church attended:	
Name of Minister/Priest:	
Contact telephone number of Minister/Priest:	
Email address of Minister/Priest:	
I confirm that the above-named parent(s)/carer(s), in accordance with the eligibility criteria, is/are communicant members of, or worship at, this church.	
Signed:	
Print name:	
Date:	

**To be completed by all Parents/Carers**

I confirm that I have read and understood the Oversubscriptions Criteria 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 Governors may withdraw any offer of a place even if the child has already started school.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Please ensure that all relevant sections of this application form are completed then return the form and all supporting documentation to:**

**The School Secretary,  
St. Nicolas C.E. Primary School,  
Locks Hill,  
Portslade,  
Brighton, BN41 2LA.**

**Please also ensure that you have completed and returned a Local Authority Preference Form (Common Application Form) available from and returnable to the Local Authority in which you live.**

**The closing date for receipt of both application forms is **(insert date) 2018.****

*For office use only:*

*The closing date for admissions in 2018-19 is: (insert date) 2018*

**CHILD'S NAME:**

<i>Action</i>	<i>Date</i>	<i>Checked by</i>
Date received		
Date acknowledged		
Form checked by		
Matched with LA Form		
Sibling link confirmed		
Staff member information confirmed		
Clergy form completed and checked		
Statement/Education, Health and Care Plan received		
Adoption Order received		
Child Arrangements Order received		
Special Guardianship Order received		
Distance to school checked		
Place offered		
Place accepted		
Pupil Registration Form received		
<i>Further Notes and Action</i>	<i>Name and date</i>	