



# St John the Baptist School

*A Catholic School in the Diocese of Arundel and Brighton*

Elmbridge Lane, Kingfield, Woking, Surrey, GU22 9AL

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[www.sjb.surrey.sch.uk](http://www.sjb.surrey.sch.uk)

## SUPPLEMENTARY INFORMATION FORM

### For admission in 2024-2025 Year Group .....

#### Important note to Parent/Carer:

- If you are expressing a preference for a place for your child at this school and wish to apply in connection with one of the faith criteria, you should complete this Supplementary Information Form (SIF).
- For an In-Year Admission in the Year 2024-2025, the completed SIF, together with all supporting documents, should be returned to the school as soon as possible.
- If you are applying to more than one Catholic school, you will need to fill out a separate SIF for each school.

**PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS**

**Student Details**

Surname

Forenames (in full)

Gender

Boy

Girl

Date of birth:

 

Name of current school

Child's Home  
Address

Post Code:

Is the child resident in the Woking deanery?

Yes

No

(A zoomable map of the deanery is available at [www.abdiocese.org.uk/Parishes](http://www.abdiocese.org.uk/Parishes))

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:**

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, the governors may not be able to place the application within the correct criteria.

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.

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 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 parent/carer 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 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 with Exceptional and Compelling Needs – evidence required:**

Parents/carers wishing to have an Exceptional and Compelling Need considered with their application (criterion 2 or criterion 10) must submit independent professional evidence which explains clearly why it is essential to attend St John the Baptist School (this evidence should be addressed to the Chair of Governors and either posted to the school by recorded delivery or, alternatively, handed in to the school office and a receipt received. Please refer to *note k.* of the admissions policy.

**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)
  - Confirmatory letter from the priest (for applications from Catechumens)
  - Confirmatory letter from the priest (for applications from Candidates for Reception)
  - Certificate of Baptism or Reception (for members of an Orthodox Church)

**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: Mrs Claire Antal, St John the Baptist School, Elmbridge Lane, Kingfield, Woking, Surrey GU22 9AL**