School office stamp

Date received

Staff initials

London borough of Barking and Dagenham Supplementary information form (SIF) for in-year places at Church of England schools – 2026 to 2027 entry

Barking & Dagenham

Why you should fill in this form

If you want to apply for an in-year place at either St Margaret's or William Ford Church of England Schools (under the faith criterion), please return this form along with any documents we ask you to send us. We set out our admissions criteria for our Church of England schools within the 'Finding a school place – Issue 1' admission e-booklet, which is available on our website.

What you need to do

1. The **In-year common application form' (ICAF)** – Apply online using the form on the in-year hub at www.lbbd.gov.uk/hub.
2. **SIF form** – You must fill in one SIF form for each child for each of the Church of England schools you list on your application.
3. **Reference** – If you want your application to be considered under our faith criteria, make sure you fill in and sign section A and take your form to your clergy (church leader) where you normally worship in time for them to add their reference in section B. The information you provide will allow us to give our places in line with the admissions criteria. Please see important notes on page 2 and our website for changes to our admissions arrangements.
4. **Other documents** – Send your filled-in SIF to the relevant school together with the original documents listed over the page.

Important notes

- Our school may not offer your child a place if you do not provide all the forms and documents that we and the admissions team need.
- If you post any forms, it is your responsibility to make sure you pay the correct postage charge, as we cannot accept any responsibility for underpaid or lost packages.
- If we discover that we have offered a place based on false information, we will withdraw the place.

Section A (To be filled in by the parent or carer)

Name of school you are applying to:

Child's legal last name:

Child's legal first name:

Date of birth: Day Month Year **Sex:** Male Female Year group:

Borough you live in:

Home address and postcode:

Parent's or carer's full name:

Daytime phone number:

If you have any other children currently at this school, please give us their details below. Continue on a separate sheet if necessary.

	Name	Class
Child 1		
Child 2		

Parental involvement in the life and work of the church

Please say how often your family goes to church, by ticking the boxes that apply.

Child weekly fortnightly monthly Other **Parent or carer** weekly fortnightly monthly Other

How long has your family been going to the church as shown above?

Under 6 months 6 months to 1 year 1 to 2 years 2 years or more

Notes

If you have joined your church in the last 12 months, please comment on any previous church commitments. (for example, the role or involvement you had with a previous church)

Your signature: **Date:**

Documents we need, as listed on pages 7 to 8 of the 'The Finding a school place – Issue 1' booklet.

You should return this form by the together with the documents below to the relevant school (address details below). We must see original documents with this form, not copies. Please also bring photocopies of all these documents with you for the school to keep. Please remember to keep photocopies of all the forms you have sent in for your records.

- ☐ The child's birth certificate
- ☐ Proof of the child's identity and address
- ☐ Proof of the parent's or carer's address

If appropriate you should now pass this form to your minister who should fill in section B of this form. They may hand the form back to you or you may give them a stamped envelope with the school's address on it, so they can send the reference back to the relevant school.

Section B (To be filled in and signed by a minister)

Important note: The governors, along with the Chelmsford Diocesan Council for Education and Training, would be grateful for your help as we are looking for information about the church background of this family. Please confirm their commitment and involvement by answering the questions set out below and adding any other comments you may consider appropriate. However, please remember that we cannot treat the reference as confidential**.**

Is your church a member of Churches Together in England or the Evangelical Alliance? Yes ☐ No ☐

Name of minister:

Church:

Church address:

Can you confirm the statements the parent or carer has made about their family's attendance at church?

Yes ☐ No ☐ If 'No', please say why not

Your signature: **Office held:** **Date:**

Remember you will need to use one SIF form for each child for each faith school.
You or the minister should return the filled in SIF to the admissions officer of the relevant Church of England school (address details below) with the above documents as soon as possible. Please **do not send** this form back to LBBD School Admission Team as we will not send it on your behalf.

St Margaret's Church of England Primary School,
Admissions Officer,
15-19 North Street,
Barking,
Essex IG11 8AS

William Ford Church of England Junior School,
Admissions Officer,
Ford Road,
Dagenham,
Essex RM10 9JS