School office stamp

Date received

Staff initials

Barking & Dagenham

Brentwood Diocese supplementary information form (SIF) for in-year places at Barking and Dagenham Catholic primary schools – 2026 to 2027 entry

Why you should fill in this form

If you want to apply for an in-year place at one of our Catholic primary schools (under our faith criteria or for social, medical and pastoral reasons), you need to fill in this SIF. Send it to us with the other relevant documents we ask for. We set out our admission criteria for all Catholic primary schools within the 'Finding a school place – Issue 1' admission e-booklet, which is available on Barking and Dagenham council's website.

Important notes

- Our school may not offer your child a place if you do not provide all the forms and documents 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.

What you need to do

1. **The 'In-year common application form (ICAF)**
   Apply online by using the form on the in-year hub, which is available on the website www.lbbd.gov.uk/hub.
2. **SIF**
   You should fill in and return one SIF for each child, for each of the Catholic schools you list on your application. Send your SIF to the relevant schools together with the original documents listed below.
3. **Proof of address and identity documents**
   We will need to see the originals of these documents (listed in the admission e-booklet) and we will also need you to bring photocopies of these documents with you for the school to keep.
4. **Religious status documents**
   If you want your child to be recognised as a Catholic or as being baptised you should send the relevant schools a photocopy of the relevant document from the list on the next page. Tick the appropriate box in the 'Child's religious status' section to confirm you have sent the document that applies to your child's circumstances.
5. **Social, medical or pastoral documents**
   If you want to be considered for social, medical or pastoral reasons, please fill in the relevant section. You must give your reason and attach written evidence from an appropriate professional, such as a social worker, doctor or priest.

Please turn over.

Documents to show religious status

A. Evidence of Catholic baptism

If you are applying for a place at the school for a Catholic child, you must provide a certificate of baptism or certificate of reception into the full communion of the Catholic Church at the same time as you return this form to the school.

The school may ask for further supporting evidence if the written documents you provide do not confirm that the child was baptised or received into the Catholic Church (for example, if the name and address of the church is not on the certificate or if the name of the church does not state that it is a Catholic church). If you are having difficulty providing written evidence of baptism or reception into the Catholic Church, you should contact your parish priest.

B. Evidence of Catholic practice

If you are applying for a place at the school for a Catholic child with a certificate of Catholic practice, the certificate must be signed by a Catholic priest in the form laid down by the Bishops' Conference of England and Wales. You should get the certificate from your family's parish priest, or the priest in charge of the church where your family practises, and you should send it to the school at the same time as you return this form.

C. Evidence for catechumens

If you are applying for a place at the school for a catechumen (someone who is preparing to be received into the Catholic Church), you must provide evidence that they are a member of the catechumenate of a Catholic church. You should provide a certificate of reception into the order of catechumens at the same time as you return this form to the school.

D. Evidence of membership of an Eastern Christian church

If you are applying for a place at the school for a member of an Eastern Christian church, including Orthodox churches, you must provide evidence of their membership. You should provide a certificate of baptism or reception from the authorities of that church at the same time as you return this form to the school.

E. Evidence for other Christian denominations and other faiths

If you are applying for a place at the school as a member of another Christian denomination or another faith, you must provide a letter confirming the child's membership of that Christian denomination or faith. The letter must be signed by the appropriate minister of religion or faith leader. You should provide the letter at the same time as you return this form to the school.

Other documents we need

You should return this form to each Catholic school listed on your application together with the documents below by the closing date. Please tick the boxes to show which documents you have included with this form.
We must see original documents with this form (not copies), but please also bring photocopies of all these documents with you for the school to keep. Remember to keep your own copy of all the forms you have sent in.

Documents for all applicants as listed on pages 7 and 8 of the current 'Finding a school place – Issue 1' e-booklet.

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

Remember: You will need to use one SIF for each child for each Catholic school and return it to the admissions officer of the relevant Catholic school (address details below) with the relevant documents by the closing date.

St Joseph's Catholic Primary School (Barking)
The Broadway, Barking,
Essex, IG11 7AR

St Joseph's Catholic Primary School (Dagenham)
Connor Road, Dagenham,
Essex, RM9 5UL

St Peter's Catholic Primary School
Goresbrook Road,
Dagenham, Essex, RM9 6UU

St Teresa's Catholic Primary School
Bowes Road, Dagenham,
Essex, RM8 2XJ

St Vincent's Catholic Primary School
Burnside Road, Dagenham,
Essex, RM8 2JN

Barking and Dagenham Catholic primary schools SIF - 2026/2027 entry

To be filled in by the parent or carer (child's details given on your ICAF)

Child's legal first names:

Child's legal last name:

Date of birth: Day Month Year Year group:

Home address and postcode: (The child's home is the permanent address where they live with their legal guardian.)

Borough you live in:

Does the child have any siblings (brothers or sisters) at our school? **Yes** **No**
If yes, you must give the relevant sibling's name on your ICAF (on the in-year hub).

Parent's or carer's full names:

Home phone number: **Daytime phone: number**

Email address:

Does the child have a social, medical or pastoral reason why they must attend our school? **Yes** **No**
If 'yes', you must give the reason below and include written evidence from an appropriate professional, such as a social worker, doctor or priest. Continue on a separate sheet if necessary.

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Child's religious status – Please tick one box below to indicate your child's religious status and list the evidence you have included that we have asked for (see the notes on previous page).

Criteria	Tick box	Evidence included
1. Catholic with a certificate of Catholic practice		
2. Other Catholic		
3. Catechumen		
4. Member of an Eastern Christian church		
5. Member of other Christian denomination		
6. Member of another faith		

Name of the Catholic parish or deanery where your child lives:

In line with current data-protection laws, the information you give on this from will only be used within the school's admissions system, and will not be shared with anyone outside the school's admissions system.

I confirm that I have read the school's admissions policy and that the information I have provided is correct. I understand that I must tell the school immediately if there is any change to these details. I also understand that if any of the information I have given is incorrect, the governing body may withdraw any offer of a place even if my child has already started school.

Signature of parent or carer: **Date:**

Please return this form to the admissions officer of the relevant Catholic school with the documents below, and include any other relevant documents they need. Please **do not send** this form or documents to LBBD School Admission Team as we will not send these documents to the school on your behalf. Please send to the relevant school.

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