

School office stamp

Date received

Staff initials

## London borough of Barking and Dagenham

### Supplementary information form for 2018 reception places at St Margaret's Church of England primary school



#### What you need to do

If you want to apply for a reception place at St Margaret's (under the faith criterion), you need to fill in this supplementary information form (SIF) as well as the common application form (CAF) provided by the borough you live in. If your CAF is late, we cannot consider your application in the first round of offers and you are unlikely to gain a place at this school. We set out our admissions criteria on pages 27 and 36 to 37 of 'Starting school full time in 2018' admission e-booklet. If we discover that we have offered a place based on false information, we will withdraw the place. If you live in Barking and Dagenham, send us your CAF in one of the following ways.

Apply online	By self-service scanning machines	By post
www.lbbd.gov.uk/admissions	Dagenham Library 1 Church Elm Lane Dagenham, Essex RM10 9QS	School Admissions Team Town Hall, Barking, Essex, IG11 7LU

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. You must fill in one SIF for each child wanting a reception place at this school. 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.

Send your filled-in SIF to the school together with the original documents listed over the page. We must receive this filled-in SIF form by **15 January 2018**. **Our school may not offer your child a place if you do not provide all the forms and documents we and your local authority's admissions team need.**

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

Child's legal last name:

Child's legal first name:

Child's date of birth: Day   Month   Year   Child's sex: Male  Female

Borough you live in:

Home address and postcode:

Parent's or carer's full names:

Daytime phone number:

If you already 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	<input type="text"/>	<input type="text"/>
Child 2	<input type="text"/>	<input type="text"/>

#### 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 36 and 37 of the 'Starting school full time in 2018' e-booklet.**

You should return this form by the **15 January 2018** together with the documents below. We must see original documents with this form, but **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 (listed on page 13)
- Proof of the parent's or carer's address (listed on page 13)

**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 St Margaret's.**

**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.** You or the minister should return the filled in SIF to our admissions officer (address details below) with the above documents **15 January 2018**.

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

