

# SUPPLEMENTARY INFORMATION FORM FOR ADMISSION TO ST. JAMES'S CATHOLIC PRIMARY SCHOOL

A Common Application Form must also be completed and sent to L. B. Richmond-upon-Thames

Child's full name: .....

Date of birth: .....

Gender: M / F

Denominational status:.....  
(Eg. Catholic, Anglican)

Address:

.....

.....  
This should be where the child lives for 50% or more of the school week. The address of another relative or a temporary address is not acceptable. Any attempt to mislead the school may result in the withdrawal of an offer of a place. **Proof of residence requires the original current Council Tax Statement**

Parent(s)/Guardian(s)' names:.....

Denominational status:.....

Telephone number(s):.....

Will the child have any brother(s) or sister(s) at St James's School at the time of the proposed admission: **YES / NO**

If YES, please give name(s) and class(es):.....

Parish of **residence**: .....

**I declare the information given above is accurate**

Signature of Parent or Guardian .....

**Please return this form with your child's Baptismal certificates, Proof of Residence and Part B (Priest's referral form) to reach the school as early as possible and in any event not later than 4th December 2009.**

If there are any important medical or family reasons to support your application, please provide supporting evidence from your parish priest, doctor or other qualified person.

*The completion and return of this form to the School does not guarantee the offer of a place to your child.*

**This supplementary form is invalid unless a Common Application Form is also filled out and sent to L.B. Richmond-upon-Thames by 4th December 2009**

**FOR OFFICE USE:**

Date application form received: .....

Baptismal certificate received: .....

Proof of residence received: .....

Priest's referral (Part B):.....

# St James's Roman Catholic Primary School

## Priest's Referral Form

### Notes of Guidance

Admission to Roman Catholic Maintained Schools in the Diocese of Westminster

The sole responsibility for the admission of pupils to Roman Catholic maintained schools rests with the governing body of each school. The governors publish an admissions policy each year, which is included in the school prospectus. Where there are more applications than places available, the policy must state how many places are to be allocated. Parents are advised to study the admissions policy carefully. It will almost certainly vary from school to school.

The Bishop expects all Roman Catholic maintained schools to give first priority to Roman Catholic applicants. The schools must conduct themselves and provide religious education in accordance with the rites, practices and doctrines of the Roman Catholic Church. Religious education and all liturgies and acts of worship are specifically Roman Catholic in character. Some schools restrict the number of non-Catholic admissions even where the school is not full, in order to preserve its Catholic character. All parents requesting a place in a Roman Catholic school are expected to recognise and accept the Catholic aims and identity of the school.

Please note: a supportive reference from a priest does not guarantee a place in the school.

### **PART A**

#### **Your Self Assessment**

This part of the form requires you to consider your responsibilities. It will be used by the priest when he completes Part B. Part B of the form will be returned to you for you to include with your application to the school. You may copy it if you are making application to more than one Catholic school. **Part A is confidential to you and the priest and will not be supplied to the school.**

Your Name(s)

Address

Telephone

Parish

Name of Child

Are you and/or your spouse Baptised Roman Catholic(s)?

Which church do you normally attend?

How often do you attend Mass?

If you do not attend regularly, you may wish to give reasons below

**Reception of the Sacraments**

Please indicate, for your child, the date and place of reception of the Sacraments of Baptism,

First Holy Communion

Sacrament of Reconciliation (First Confession)

If you or your child contribute to parish activities, you may wish to indicate below:

Why do you wish your child to attend a Catholic school?

Your signature: ..... Date: .....

**PART B**

PRIEST'S REFERRAL FORM FOR ST JAMES'S ROMAN CATHOLIC PRIMARY SCHOOL

Please give this form to a priest who can support your application for a place at a Catholic school. Part B will be completed by the priest and returned to you, this **must** then be returned to the school with your application form. The Priest may retain Part A for reference or return it to you but **it will not be supplied to the school.**

Name of Child .....

Name of Parent(s) .....

Home Address (*the normal family home* \*)

Post Code ..... Telephone No. ....

**\* This is where the child normally lives. The address of another relative or a temporary address is not acceptable. Any attempt to mislead the school may result in the withdrawal of an offer of a place, particularly where proximity to the school forms part of the governing body's policy for admissions.**

- 1. The parents are known to me Yes / No
- 2. The child is known to me Yes / No
- 3. The child is member of a practising Roman Catholic family Yes / No
- 4. I support this application Yes /No

**If the answer to Q3 is NO, and to Q4 YES, please give your reasons:**

Priest's signature ..... Date .....

Address

Parish stamp