



**DIOCESE OF BRENTWOOD**  
**THE PALMER CATHOLIC ACADEMY**  
**SUPPLEMENTARY INFORMATION FORM**  
**2024/2025**

If you are expressing a preference for a place for your child at The Palmer Catholic Academy in Redbridge **and wish to apply under a faith criterion**, you should complete this Supplementary Information Form.

- The completed Supplementary Information Form, together with all supporting documentation (see notes below), should be **returned to the Admissions Officer at the academy** by the closing date 31<sup>st</sup> October 2023.
- If you are applying to more than one Catholic school or academy you will need to complete a separate Supplementary Information Form for each school/academy.
- **If you do not provide the information required in this form and return it to the academy, with all supporting documentation, by the closing date, your child may not be placed in the appropriate faith category and this is likely to affect your child's chance of being offered a place.**
- Remember – you **must** also complete the Common Application Form.

Name of child:

\_\_\_\_\_

Date of Birth of child:

\_\_\_\_\_

Gender of child:

\_\_\_\_\_

Address of child:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent/Carer Details

Parent/Carer Name:

\_\_\_\_\_

Parent/Carer Address:

\_\_\_\_\_

*(if different from above)*

\_\_\_\_\_

\_\_\_\_\_

If your child has a sibling(s) in the academy please state their name(s) and form(s) below:

Name(s) \_\_\_\_\_ Form(s) \_\_\_\_\_

[Please read the academy Admission Policy, noting in particular any faith criteria, and your Local Authority booklet, before completing this form.]

**NOTE: When completing the Common Application Form, it is important that you provide details of any siblings (brothers or sisters) who will be attending the Catholic school/academy at the proposed time of admission. If this information is not provided the admission authority of the Catholic school/academy may not be able to place the application within the correct criteria.**



## Section A

**Religious Status of child (please indicate by placing a tick in the appropriate box – please note that a tick should be indicated in only a single box)**

Criteria	Tick Box	Evidence required
1. Catholic <sup>1</sup>	<input type="checkbox"/>	Copy of Baptism Certificate
2. Member of other Christian denomination	<input type="checkbox"/>	Complete Section B below and copy of Baptism/Christening Certificate
3. Member of other faith	<input type="checkbox"/>	Complete Section B below
4. Non-faith	<input type="checkbox"/>	No evidence required

[The data on this form will only be used within the school/academy admissions system, and will not be divulged to any third party outside the school/academy admissions system in accordance with current Data Protection legislation.]

**I confirm that I have read the Admissions Policy of the academy and that the information I have provided is correct. I understand that I must notify the academy immediately if there is any change to these details and that, should any information I have given prove to be inaccurate, the governing body may withdraw any offer of a place even if the child has already started at the academy.**

Signed.....

Date.....

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<sup>1</sup> See note 1.



## Section B

Details of Religious Leader			
Name of Religious Leader			
Address:			
		Postcode:	
Telephone:			

Declaration by the Religious Leader
<p>I declare that the above names family: (please tick correct box)</p> <p><input type="checkbox"/> Is known to me</p> <p><input type="checkbox"/> I support this family's application</p>

Religious Leaders' Signature:		Date:	
<p><b>Official Stamp</b></p>			

[The data on this form will only be used within the school/academy admissions system, and will not be divulged to any third party outside the school/academy admissions system in accordance with current Data Protection legislation.]

**I confirm that I have read the Admissions Policy of the academy and that the information I have provided is correct. I understand that I must notify the academy immediately if there is any change to these details and that, should any information I have given prove to be inaccurate, the governing body may withdraw any offer of a place even if the child has already started at the academy.**

Signed.....

Date.....



## **Notes**

### **1. Evidence of Catholic Baptism**

If application is being made for a place at the school for a Catholic child evidence of Catholic baptism or reception into the Church is required. A certificate of baptism or certificate of reception into the full communion of the Catholic Church should be provided at the same time as this form is returned to the school.

[The Admission Authority 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 Church should contact their Parish Priest.]

### **2. Evidence for Christian Denominations and Other Faiths**

If application is being made for a place at the school as a member of another Christian denomination or another faith a letter confirming membership of that Christian denomination or faith, and signed by the appropriate minister of religion or faith leader, will be required. The letter should be provided at the same time as this form is returned to the school.

#### **Checklist:**

Have you enclosed?

- Copy of baptism or certificate of reception into the Catholic Church (where applicable).
- Letter confirming membership of a Christian denomination or other faith (where applicable).

Have you completed and returned your local authority's Common Application Form?