

the DIOCESE of EAST ANGLIA



St Felix Roman Catholic Primary School

Supplementary Information Form

Important: In accordance with the School's published Admissions Policy (available on the School's Website) you are strongly advised to complete and return this form.

Please return this completed form and any associated documentation to admin@st-felixrc.suffolk.sch.uk or St Felix RC Primary School, School Lane, Haverhill CB9 9DE

If you wish to apply for a place for your child at St Felix Catholic Primary School, please provide the information requested. The information is required to allow each applicant to be placed in the correct category in accordance with our published Admissions Policy. Failure to provide complete information will make it impossible for us to recognise the correct ranking for your child and could lead to them being placed lower down on our admissions list.

Please note that admission to our Nursery does not secure a place at St Felix for Reception and you will need to re-apply.

For a school place it is ***essential*** that you also complete the Local Authority form and return it to the same Local Authority. Parents of children attending or due to attend State Schools should receive details of the Local Authority admissions process from their own Local Authority.

I have completed my own Local Authority's school application form YES/NO

Applications for all other years of entry should be made through the School by completing an ADM1 form.

Name of Child:	
Date of Birth:	
Name of Parent/Carer	
Address:	
Telephone Number:	
Email:	

Do you have a child attending St Felix already? YES/NO

1. If Catholic please state:

Date of Baptism:

Place/Parish of Baptism:

Please enclose a **copy of your child's Catholic Baptismal Certificate**. We cannot recognise children as being Catholic without this evidence.

1. If your child is due to be **Baptised** into the Catholic Church, is **of another Christian denomination** or is of **another faith**, please provide a copy of any Baptismal certificate, or a letter of proof from a religious leader, as appropriate.

RETURNING THIS FORM

Please return this form and any associated documentation to St Felix RC Primary School, School Lane, Haverhill, Suffolk CB9 9DE

St Felix Catholic Primary School will send out an acknowledgement of receipt of this Supplementary Information Form to reassure parents their application has been received. Please allow two weeks for this acknowledgement to come through before contacting the School Office.

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 Catechumens

If application is being made for a place at the school for a catechumen, evidence of their being a member of the catechumenate of a Catholic Church will be required. A certificate of reception into the order of catechumens should be provided at the same time as this form is returned to the school.

3. Evidence of Membership of an Eastern Christian Church

If application is being made for a place at the school for a member of an Eastern Christian Church, including Orthodox Churches, evidence of membership will be required. A certificate of baptism or reception from the authorities of that Church should be provided at the same time as this form is returned to the school.

4. Evidence for Other 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 ADM1 Application Form or applied via the portal?