

Supplementary Information Form for Voluntary Controlled Schools

This form must be completed and submitted to Somerset Local Authority if you would like your application for a Voluntary Controlled school to be considered under criterion 8 of the over subscription criteria relating to regular church attendance which is:

Children and/or parent(s) who are practising members of the founding religious body of the school (e.g., Anglican or Methodist).

Children and/or parent(s) who are practising members of other churches or religious denominations.

“Practising” is defined as at least once a month for at least six months prior to the application closing date attendance at church by at least one parent and/or child.

Please ensure that the attached form is completed by you and signed by the relevant church representative (vicar, priest, minister, pastor, church warden) and submitted to Somerset Local Authority. It must be received by Somerset Local Authority by midnight on 7 February 2020 for primary admissions and 2 December 2019 for secondary admissions. For in year admissions it must be submitted directly to the school alongside an in year application form.

Failure to send the correctly completed supplementary information form to Somerset Local Authority by the closing date will mean that your application cannot be considered under the church attendance criterion.

Please return form to:

Admissions & Entitlements Team
PPC402C
Somerset County Council
County Hall
Taunton
Somerset
TA1 4DY

Notes for Clergy

Notes for clergy or those responsible and authorised to sign supplementary information forms for those applying to church schools under a church attendance criterion.

In the case of CofE VC schools, the recommendation of the Bath & Wells DBE is that it is best practice to have a sub-committee of at least three members, including clergy, church wardens and those with responsibility for Sunday school to consider these requests and be authorised to sign the form if it is agreed appropriate.

Please also note that if this form is not received by Somerset Authority prior to the published deadline the child cannot be considered eligible under any church attendance criteria.

In order for the application to be considered under any church attendance criteria within the school's admissions arrangements, the following must be ensured:

1. The DBE does recommend that the child or a parent has attended actual worship and that attendance at toddler groups or other activities that are held at the church does NOT meet the requirements.
2. The completed form must be received by Somerset Local Authority by midnight on 7 February 2020 for primary admissions and 2 December 2019 for secondary admissions. For in year admissions the parent/carer must submit it directly to the school alongside an in year application form.
3. For applicants who have recently, or are about to move to a different area, the supplementary information form should be completed by the clergy at the church where they have been regularly worshipping. It is the responsibility of the applicant to organise this and ensure that the SIF is completed and sent in on time.

Please Note:

The application process is a legal one and every effort **MUST** be made to ensure that applications and any supplementary forms are completed accurately and on time. If applicants are unsuccessful, they have the right to appeal. **Clergy should not be pressured into signing a form if they know that the applicant does not, or are in doubt as to whether the applicant does, meet the criteria laid down by the school. This is one reason why a committee should consider every application. It is also particularly helpful where there is an inter-regnum or where clergy have been in post less than 6 months.**

Somerset County Council

County Hall, Taunton
Somerset, TA1 4DY



Please complete your child’s details then give this form to your clergy leader (priest/minister/pastor), who will complete the remaining part of the form.

Details of Child/Children

Applicants Name:.....

Childs Full Name:.....

Childs Date Of Birth:.....

Details of Church and Church Representative

Name and Address of Church:.....

.....

Name and Position of Church Representative.....

.....

Church Denomination (i.e. Anglican, Methodist etc).....

Tel:.....

Declaration

I, (insert name).....

confirm that the child and/or parent(s)/carer(s identified above has attended

(name of church).....

at least once a month for a minimum of 6 months prior to the date of application.

Signed:.....

Date:.....

Please return form to: Admissions Team, PPC402C, Somerset County Council,
County Hall, Taunton, Somerset, TA1 4DY