



# St Margaret's Lee

Church of England School Diocese of Southwark

## SUPPLEMENTARY INFORMATION FORM (SIF) FOR ADMISSION TO ST MARGARET'S LEE CHURCH OF ENGLAND PRIMARY SCHOOL

**Completion instructions:** Parents/carers should fill in this form **only** if they are applying for a church place (criterion 4). Sections 1–4 should be completed by the applicant parent and given to the priest/minister to complete section 5. It is the responsibility of the priest/minister to return the completed form to the school by **15<sup>th</sup> January 2024**. Forms handed in directly by parents/carers will be checked with the church. You should ensure that you have a copy of the admissions policy prior to completing the form and that you have discussed your application with the priest/minister from whom verification is sought. You must also complete the common application form available from your home local authority and name this school on that form. The common application form should be returned direct to your home local authority.

### 1 Pupil information:

Surname of child: \_\_\_\_\_ Other name(s): \_\_\_\_\_  
Date of birth: \_\_\_\_\_

### 2 Parent/guardian information

Name of parent/guardian: \_\_\_\_\_  
Home address: \_\_\_\_\_  
Postcode: \_\_\_\_\_  
Home telephone: \_\_\_\_\_ Mobile phone: \_\_\_\_\_

### 3 Church attendance

Name of church which you attend: \_\_\_\_\_  
If this is not an Anglican church please state the denomination to which your church belongs: \_\_\_\_\_

Do you attend a church service best described as at least fortnightly? Yes / No

Have you attended this church for at least two years prior to 31 December 2023? Yes / No

If you have attended your current church for less than two years, please ask the priest/minister from your previous church to write and sign a letter on church headed paper, confirming your attendance, in line with the school's policy. This letter should be given to the priest/minister of your current church for submission along with the SIF.

<b>4 Church information</b>	
Name of priest/minister:	
Address of priest/minister:	
Postcode:	
I confirm that the information given above is correct and that I have read the admissions policy.	
Name: _____	
Signed: _____ (Parent/guardian)	Date: _____
<b>Please do not complete the minister's section below; your minister should complete the following section to verify the information given in paragraphs 3 and 4 above.</b>	
<b>5 For priest/minister's reference only:</b>	
Can you confirm that the applicant attends church in the terms of our admission policy? <b>Yes / No</b>	
Is your church a member of Churches Together in England, the Evangelical Alliance or Affinity Churches? Please specify.	
Would the applicant have otherwise qualified as a 'faithful and regular worshipper' but were prevented from doing so because during the period specified for attendance at worship the church has been closed for public worship, and has not provided alternative premises for that worship? <b>Yes / No</b>	
Please supply Registration No:	
<b>NB:</b> If a family is refused a place at the school and appeals against the governors' decision, this form may be used as evidence at the appeal.	
Signed:	Date:
<b>(Priest/minister)</b>	

**By signing this form, the applicant and priest/minister confirm that they have discussed it between them.**