



St John Payne Catholic School

Patching Hall Lane, Chelmsford CM1 4BS

Tel: 01245 256030 – Fax: 01245 352337 – Email: office@sjp.essex.sch.uk

Ref:

Supplementary Information Form 2024-2025 intake

- If you are expressing a preference for a place for your child at St John Payne Catholic School, you should complete this Supplementary Information Form.
- The completed Supplementary Information Form, together with all supporting documentation as appropriate should be returned to **Admissions, St John Payne Catholic School, Patching Hall Lane, Chelmsford, CM1 4BS**, by the closing date of **31st 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 school, with all supporting documentation, by the closing date, your child may not be placed in the appropriate category and this is likely to affect your child's chance of being offered a place.**
- Remember – you **must** also complete the Local Authority Online Application Form <https://www.essex.gov.uk/Education-Schools/Schools/Admissions/Pages/Admissions.aspx>

CHILD'S SURNAME:

FORENAME/FIRST NAMES:

DATE OF BIRTH: Male/Female:

HOME ADDRESS:

..... POSTCODE:

RELIGION: IF CATHOLIC, DATE AND PLACE OF BAPTISM or RECEPTION:

.....

CURRENT SCHOOL:

PARENT/GUARDIAN CONTACT DETAILS:

MOTHER: Home Tel:

ADDRESS: Mobile Tel:

..... Work Tel:

..... Email Address:

FATHER: Home Tel:

ADDRESS: Mobile Tel:

..... Work Tel:

..... Email address:

PLEASE NAME ANY SIBLINGS WHO WILL BE ATTENDING ST. JOHN PAYNE SCHOOL AT THE TIME OF ENROLMENT (SEPTEMBER 2024-2025)

NAME:

NAME:

RELIGIOUS INFORMATION

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. Looked after and previously looked after Catholic children in a non-Catholic family or looked after and previously looked after children of a Catholic family who are resident in the Parishes of: Billericay, Braintree, Brentwood, Burnham, Chelmsford, Danbury, Great Dunmow*, Hutton, Ingatestone, Maldon, Springfield, South Woodham Ferrers and Witham. (including Catholic children or children residing with a Catholic family who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted).	<input type="checkbox"/>	Baptism Certificate
2. Other looked after and previously looked after children including children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.	<input type="checkbox"/>	
3. Baptised Catholic children of practising Catholic families who are resident in the Parishes of: Billericay, Braintree, Brentwood, Burnham, Chelmsford, Danbury, Great Dunmow*, Hutton, Ingatestone, Maldon, Springfield, South Woodham Ferrers and Witham. * The area around Gt. Dunmow that is east of the river Roding and south of the A120.	<input type="checkbox"/>	Certificate of Practice from the Catholic Priest and a copy of the Baptism Certificate.
4. Other Baptised Catholics.	<input type="checkbox"/>	Copy of the Baptism Certificate
5. Christians of other denominations whose application is supported by a reference from a minister of religion or other religious leader.	<input type="checkbox"/>	Letter on headed paper from a Christian Minister/Religious Leader confirming regular commitment to faith and Christian services at Church.
6. Children of other faiths whose application is supported by a reference from a minister of religion or other religious leader.	<input type="checkbox"/>	Letter on headed paper from a Religious Leader confirming regular commitment to faith and Religious services.
7. Other children attending Catholic primary schools.	<input type="checkbox"/>	
8. Any other applicants.	<input type="checkbox"/>	

Catholic applicants:

Parish in which you reside/attend Mass:	Catholic Priest who will provide the Certificate of Practice:
---	---

The data on this form will only be used within the school admissions system, and will not be divulged to any third party outside the school admissions system in accordance with General Data Protection Regulation (GDPR). Information on this can be seen on our website: <https://www.sjp.essex.sch.uk/about-us/privacy-policy/>

DECLARATION:

I confirm that the information on this supplementary information form is true to the best of my knowledge and belief. I understand that I must notify the school 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 school.

DATE: SIGNED: PARENT/GUARDIAN

PRINT NAME:

TO ENSURE YOUR CHILD'S APPLICATION CAN BE PROCESSED IMMEDIATELY PLEASE ENSURE THAT YOU HAVE:

- Attached a copy of the Catholic Baptism Certificate and arranged for a Certificate of Practice to be completed where applicable
- Attached or arranged for a letter to be completed on headed paper confirming membership of a Christian denomination or other faith
- Completed and returned an online Common Application Form to Essex County Council by 31st October 2023