

**BROXBOURNE CE PRIMARY SCHOOL MILL LANE BROXBOURNE HERTS**  
**SUPPLEMENTARY INFORMATION FORM**

**Please use Block Capitals**

Surname of Child ..... Forename(s) .....

Date of Birth ..... Gender: Male/Female

Name of Parent, Guardian or Carer .....

Permanent Home Address (including postcode) .....

.....

Note: This is the Child's permanent residence and not an accommodation address. Parents are requested to provide a recent (within the last 3 months) **original** utilities bill or equivalent, which will be returned to them. In the case of category A children please bring in a copy of the court order or certificate of adoption or special guardianship order.

Home Tel No ..... Parent/Guardian/Carer's day time Tel No.....

Parent/Guardian/Carer's e-mail address.....

Please see accompanying Information and Procedure for the Categories in order of priority.

The family wishes to apply for a place under Criterion \_\_\_\_\_ (Enter A, B, C, D or E)

Signature of Parent/Guardian/Carer..... Date .....

**If you are applying under Category C or D please complete the following:**

The family lives within the Parish boundary: Yes  No

The family attends: St Augustine's Church, Broxbourne

St Laurence's Church, Wormley

The United Reformed Church, Broxbourne

Wormley Free Church

Other (Please State) \_\_\_\_\_

**Please now obtain the official references overleaf**

Name of Child \_\_\_\_\_

Category Applied Under \_\_\_\_\_

### **Broxbourne CE Primary School admissions criteria**

- Category A Children in public care (children looked after) and children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangement order or a special guardianship order).
- Category B Brothers and sisters of pupils at the School (not including the Nursery) at the time of admission.
- Category C Children of those parents of the main Christian denominations who live and/or worship regularly within the Broxbourne district of the Parish of Broxbourne with Wormley (a map is available from the school office) and who at the time of application and for a **period of at least one year** previously have attended church at least 15 times, spread evenly over that period.
- Category D Not more than two places will be allocated to children of parents of the main Christian Denominations who are regular worshippers and do not live or worship in the area described in Category C and who at the time of application and for a **period of at least one year** previously have attended church at least 15 times, spread evenly over that period.
- Category E Any other children.

### **Notes on the Criteria**

1. If any category is **oversubscribed** the places will be determined in that category by using the Herts County Council 'measuring home to school' distance rule. Please note too that '**permanent home address**' means the address at which the child resides from Monday to Friday, not an accommodation address. In the case of a block of flats the lowest number will be considered to be the shortest distance.
2. For applications in Categories C and D (church applications) parents are requested to return the Supplementary Information Form to the School signed by themselves and their clergy. Applicants who have attended more than one church in the previous year (e.g. owing to relocation) will need to provide written evidence from clergy of regular attendance at previous churches. The main Christian Denominations are defined by membership of 'Churches Together in England'.
3. In order to underline to parents the importance of regularity of attendance and worship, the Governors will measure the even spread of attendances on the following basis:
  - a. evidence of a minimum of 15 recorded attendances in the two years prior to the date of application; and
  - b. evidence that these attendances cover a minimum of ten months in the 12 month period commencing at least 12 months prior to the date of application.
4. In the event of places in Category D not being taken up they will be allocated to children in Category E.
5. 'Brothers and sisters' include half brothers or half sisters, adopted brothers or sisters or children of the parent or partner living in the same house from Monday to Friday.
6. If two addresses are identical distances from the school, priority will be decided by drawing lots.

### **Official Clergy Reference**

#### **To be completed by the clergy**

- 1) this attendance has been for a period of at least 1 years
- 2) this attendance has been for a minimum of 15 times in the 1 year period
- 3) this attendance covers a minimum of 10 months in the 12 month period commencing at least 12 months prior to the date of application

By signing this form I declare that statements 1, 2 and 3 above are correct to the best of my knowledge and belief

Name of referee (please print) \_\_\_\_\_ Official position in church \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_