



DIOCESE OF BRENTWOOD

ST. CLARE'S CATHOLIC PRIMARY SCHOOL

SUPPLEMENTARY INFORMATION FORM

2026/2027

If you are expressing a preference for a place for your child at St. Clare's Catholic Primary School in Essex **and wish to apply under a faith criterion**, you should complete this Supplementary Information Form.

- The completed Supplementary Information Form, together with all supporting documentation (see Notes on the last page), should be **returned to the Admissions Officer at the school** by the closing date 15th January 2024.
- 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 faith category and this is likely to affect your child's chance of being offered a place.**
- Remember – you **must** also complete the Common Application Form available online from www.essex.gov.uk/admissions.

Name of child: _____

Address of child: _____

Parent/Carer Details: _____

Parent/Carer Name: _____

Parent/Carer Address: _____

(if different from above) _____

Please read St. Clare's Catholic Primary School Admission Policy, noting in particular any faith criteria, and your Local Authority booklet, before completing this form.

NOTE: When completing the Common Application Form, it is important that you provide details of any siblings (brothers or sisters) who will be attending the Catholic school/academy at the proposed time of admission. If this information is not provided the admission authority of the Catholic school/academy may not be able to place the application within the correct criteria.



Religious Status of child (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 [insert details in accordance with the Notes below]
1. Looked after children, or a child who was previously looked after but immediately after being looked after, became subject to an adoption, residence or special guardianship order, from Catholic ¹ families		
2. Baptised Catholic ¹ children resident in the Parish of Our Lady of Light (Clacton on Sea), and adjoining Parishes of St Sabina's (Brightlingsea) and Sacred Heart and St Francis (Frinton on Sea) ² where one or both parents ³ are known to be Practising Catholic ⁴ as evidenced by the Certificate of Catholic Practice *. (This will be available from your Parish priest.)		
3. Baptised Catholic ¹ children resident in the Parishes of Our Lady of Light (Clacton on Sea), St Sabina's (Brightlingsea) and Sacred Heart and St Francis (Frinton on Sea).		
4. Other Baptised Catholic ¹ children.		
5. Other looked after children or a child who was previously looked after but immediately after being looked after, became subject to an adoption, residence or special guardianship order.		
6. Children from families with a commitment to other Christian churches as supported by a baptism certificate or letter from their Church leader.		
7. Any other application will be considered if places remain.		
Catholic [Parish] [Deanery] in which your child lives:		

¹ A Catholic means a child baptised, or received into the Church, by a Priest in a Church which is in communion with the See of Rome.

² You are encouraged to contact the school or your Parish Priest if you are unsure of the Parish boundary.

³ Parents include guardians and carers or any person who has parental responsibility or care of the child.

⁴ In accordance with the Code of Canon Law practising means attending Mass on every Sunday and on Holy Days.



[The data on this form will only be used within the school/academy admissions system, and will not be divulged to any third party outside the school/academy admissions system in accordance with current Data Protection legislation.]

I confirm that I have read the Admissions Policy of the school and that the information I have provided is correct. 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.

Signed: **Date:**

Checklist:

Have you enclosed?

- Copy of baptism or certificate of reception into the Catholic Church (where applicable).
- Certificate of Catholic practice (where applicable).
- Letter confirming membership of a Christian denomination or other faith (where applicable).

Have you completed your local authority's online Common Application Form.?

Please read Notes overleaf



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 of Catholic Practice

If application is being made for a place at the school for a Catholic child with a Certificate of Catholic Practice, this must be signed by a Catholic priest in the form laid down by the Bishops' Conference of England and Wales. The certificate should be obtained from the family's parish priest, or the priest in charge of the Church where the family practises, and should be provided at the same time as this form is returned to the school.

3. Evidence of 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.

4. 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.

5. 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.