

Appendix C	Supplementary Information Form
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Part 1	The Purpose of this Supplementary Information Form	
	<p>This form <u>must be completed</u> if a parent wishes to provide <u>supplementary information</u> in order to confirm that his/her child satisfies Criterion 1 of the oversubscription criteria applying for St Andrew’s Church School.</p> <p>In the event that there are more admission applications received than places available within the required year group (oversubscription), it will be necessary for the Admission Authority to rank every application according to the oversubscription criteria published in section 4.2 of the school’s Admission Arrangements. This will determine a priority for the offer of available places.</p>	
Part 2	Completing this Supplementary Information Form	
	<p>The oversubscription criterion, which requires qualifying evidence is set out on page two of this Supplementary information Form (Part 6). A child will only be prioritised against this criterion if a completed Supplementary Information Form is submitted in conjunction with the application and in accordance with the procedure set out below in section 3 below.</p> <p>The required evidence must be provided to back up this claim.</p>	
Part 3	Submitting this Supplementary Information Form	
	<ul style="list-style-type: none"> • For admission applications made as part of the ‘normal’ admissions round, which is coordinated by the home local authority (starting school in September 2017): The <u>admission application form</u> must be submitted to the home local authority by 23:59 hours on 15 January 2017 and this Supplementary Information Form must be submitted <u>directly to the School</u> by the same date • For applications in connection with a place required in any year group during the school year (in-year admission process) the Supplementary Information Form must be submitted directly to the School Office <u>with the admission application form</u>. 	
Part 4	Declaration	
	<p>I confirm that the child named in Part 5 of this Supplementary Information Form satisfies the indicated criterion/criteria. I understand that any offer of a school place may be withdrawn where this claim is found to be misleading or false and that by signing this declaration, I grant the Admission Authority permission to seek further confirmation where it is deemed necessary to do so.</p>	
Applicant to print his/her name below and sign below		Date

Part 5	The Child who is the subject of this Supplementary Information		
	Last Name	First name	Middle Name
	Date of Birth: dd/mm/yyyy		
	Home address		

Part 6	The oversubscription Criterion	Tick if applicable
Criterion 1	A looked after child or a child who was previously looked after by a local authority, but immediately after being looked after became the subject to an adoption, child arrangements or special guardianship order	
The required evidence to be attached to this Supplementary Information Form: Written confirmation issued by a local authority that the child is officially in the care of that authority at the time of application, or a copy of an adoption certificate, or qualifying order issued by the local authority previously responsible for the child		