



**DIOCESE OF Brentwood**

**SUPPLEMENTARY INFORMATION FORM**

**2025/2026**

- If applying for a Reception place at the start of an academic term, the completed Supplementary Information Form, together with all supporting documentation (see Notes attached), should be **returned to the school by 3pm** on the closing date (15<sup>th</sup> January) or the working day before if the 15<sup>th</sup> falls on a weekend).
- If applying for a Nursery place at the start of an academic term, the completed Supplementary Information Form, together with all supporting documentation (see Notes attached), should be **returned to the school by 3pm** on the closing date (10<sup>th</sup> February) or the working day before if the 10<sup>th</sup> falls on a weekend).
- 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/academy, with all supporting documentation, 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 with Havering Admissions.

**CHILD TO BE REGISTERED: (Please complete clearly and in block capitals)**

Year Group Applied For:	
Surname:	
First Name(s):	
Preferred Name(s):	
Date of Birth:	
Date & Place of Baptism:	
Former School/Playgroup/Nursery:	
Details of siblings (name and year group they are currently at):	
Catholic Parish in which your child lives:	

**PARENTS / LEGAL GUARDIAN(S)**

Mother's Name (Please include first name and middle name if appropriate):	
Address:	
Postcode:	
Tel. No:	
e-mail address:	
Parental Responsibility: (please circle as appropriate)	YES                      NO
Mother's Religion:	



<b>Father's Name (Please include first name and middle name if appropriate):</b>	
<b>Address:</b>  <b>Postcode:</b>  <b>Tel. No:</b>  <b>e-mail address:</b>	
<b>Parental Responsibility: (please circle as appropriate)</b>	YES                      NO
<b>Father's Religion:</b>	

<b>The school must see original documents as follows:</b>		<b>EVIDENCE PROVIDED</b>
<b>CHILD'S BIRTH CERTIFICATE:</b>	<b>ALL APPLICANTS</b>	
<b>PROOF OF ADDRESS:</b> (A utility bill dated within the last 3 months or council tax statement dated in the current year)	<b>ALL APPLICANTS</b>	
<b>CHILD'S BAPTISMAL CERTIFICATE:</b> (Evidence of Catholic baptism or reception into the Church will be required. If there is difficulty obtaining written evidence of baptism or reception into the Church you should contact your Parish Priest)	<b>IF APPLICABLE</b>	
<b>CATECHUMEN:</b> (Catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens)	<b>IF APPLICABLE</b>	
<b>MEMBER OF EASTERN CHRISTIAN CHURCH:</b> (Includes Orthodox Churches, and is evidenced by a certificate of baptism or reception from the authorities of that Church)	<b>IF APPLICABLE</b>	
<b>CHILDREN OF OTHER CHRISTIAN DENOMINATIONS OR OTHER FAITHS:</b> (A letter confirming membership of that Christian denomination or faith and signed by the appropriate minister of religion or faith leader, will be required)	<b>IF APPLICABLE</b>	

Please read the relevant school/academy Admission Policy, noting in particular any faith criteria, and your Local Authority information, before completing this form.

[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.....

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