

DIOCESE OF BRENTWOOD
ST. HELEN'S CATHOLIC PRIMARY SCHOOL



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SUPPLEMENTARY INFORMATION FORM
2025 - 2026

If you are expressing a preference for a place for your child at St. Helen's Catholic Primary School in the Southend Local Authority area and **wish to apply under a faith criteria** you should complete this Supplementary Information Form.

- The completed Supplementary Information Form, together with all supporting documentation (see notes below) should be returned to the school office at the address above by the closing date of **15th January 2025**.
- If you are applying to more than one Catholic school you will need to complete a separate Supplementary Information Form for each school.
- **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 Council's Common Application form.

Name of child: _____

Date of Birth: _____

Gender: _____

Address of child: _____

Parent/Carer Details

Parent/Carer Title: Mr/Mrs/Miss/Ms (please delete as appropriate)

Other title (not recorded in list above): _____

Parent/Carer's name: _____

Telephone no: _____

Parent/Carer Address
(if different from above)

Please list siblings (names and date of births) who will be in our school at the time of enrolment:

Name of sibling/siblings	Date of birth of sibling/siblings

(Please read the Admissions Policy for St. Helen's Catholic Primary School, noting in particular any faith criteria, and Southend Borough Council's Primary School's Admissions 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 St. Helen's Catholic Primary School at the proposed time of admission. If this information is not provided the admission authority of St. Helen's Catholic Primary School 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)
2. Catholic and resident in the parish of St. Helen's	<input type="checkbox"/>	
3. Catholic and resident in the parishes of Sacred Heart, Our Lady of Lourdes and St. Teresa's for whom St. Helen's is the nearest Catholic school.	<input type="checkbox"/>	
4. Other Catholic	<input type="checkbox"/>	

6. Catechumens	<input type="checkbox"/>	
6. Member of an Eastern Christian Church	<input type="checkbox"/>	
7. Member of other Christian denomination	<input type="checkbox"/>	
8. Member of other faith	<input type="checkbox"/>	

Catholic Parish in which your child lives:

Is the child for whom you are applying, a looked after child? See definition below. Please circle yes or no.	YES	NO
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A 'looked after child' has the same meaning as in section 22(1) of the Children's Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

(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 current Data Protection legislation.)

I confirm that I have read St. Helen's Catholic Primary School's Admissions Policy 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.....

Part of Assisi Catholic Trust limited by guarantee in the Diocese of Brentwood, registered in England and Wales.
Registered number 7696989.
Registered office, St Thomas More High School, Kenilworth Gardens, Westcliff-on-Sea, Essex, SS0 0BW

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 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 for 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.

3. 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.

4. 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.

Checklist:

Have you enclosed:

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

Have you completed and returned a Common Application Form to Southend City Council?