

TOWNSEND CHURCH OF ENGLAND SCHOOL

High Oaks, St.Albans, Hertfordshire AL3 6DR



Supplementary Information Form for Admission into Townsend Church of England School THIS FORM IS AVAILABLE IN LARGE PRINT IF NEEDED - TELEPHONE 01727 853047

Special notes

1. If you **do not go to Church** you are still **very welcome** to come to Townsend. Just fill in page 1 and the bottom half of page 4.
2. If you are an **active Christian** you are very welcome – you just need to complete page 1, the bottom of page 2, page 3, and the bottom of page 4.
3. If you have an **active faith that is not Christian** you are very welcome at Townsend – just complete page 1 and page 4.
4. If you have a **brother or sister already at Townsend**, a medical or social need, special needs Statement or are in care – just complete page 1 and the relevant part of page 2 as well as the last bit of page 4.

Please read the School Admission Policy before completing this form. The criteria for admission are printed in the annual school prospectus booklet.

In addition to completing this form you MUST also complete the school transfer form issued by Hertfordshire County Council.

Only applicants who have completed both forms can be considered for all the admission criteria.

Child's Surname: _____ Child's First Name: _____

Address: _____

_____ Post Code: _____

Email contact address: _____

Tel. No: (Home) _____ Tel. No: (Work) _____ Tel. No: (Mob.) _____
Mother/Father/Carer Mother/Father/Carer Mother/Father/Carer

Child's Date of Birth: _____ Child's Gender: Boy/Girl: _____

Child's Present School: _____

School address: _____

Full Name of Parent(s)/Carer(s)/Guardian(s):

1) _____

2) _____

All applications made on this form will be acknowledged. Please keep the acknowledgement in a safe place. You may need it for future reference.

On the following pages please give all of your reasons for wanting a place at Townsend Church of England School for your child. This information will be used to allocate places should there be more applications than there are places available. Please tick the appropriate Yes/No response and complete any questions that follow.

This section is FOR SCHOOL USE ONLY

Date Received: _____ Date Acknowledgement Sent: _____

Admission Categories Confirmed: _____

Governor Notes:

1. Special Needs Statement naming Townsend Church of England School

Child with a Statement of Special Educational needs that names Townsend Church of England School.

(a) Does your child have a Statement of Special Education Need issued by the Local Authority? Yes No

If the answer is yes, please attach a copy of the most recent Statement to this form. A valid claim under this category requires the Statement to name Townsend as the appropriate school for your child.

(b) Has your child received special help or special provision at the primary school? Yes No

If the answer to this question is yes, please give details in the space below.

2. Child in public care

Is the child in public care? Yes No

3. Particular medical or social reasons

Children for whom it can be demonstrated that they have a particular medical or social need to go to Townsend Church of England School.

Does your child have a particular medical or social reason why they must attend Townsend? Yes No

If the answer is yes, please state the reason on a separate sheet and attach it to this form together with a letter of explanation and support from a Social Worker, Educational Welfare Officer, Doctor or similar professional.

4. Brother or sister (sibling)

Children who have a sibling in years 7 to 12 at Townsend Church of England School at the time of application.

(a) Does your child have a brother or sister who is currently attending Townsend in years 7, 8, 9, 10, 11, 12. Yes No

(b) If the answer to part (a) is yes, please complete the following.

Name of Child: _____ Year Group: ____ Name of Child: _____ Year Group: ____

The remaining (residual) places will be allocated within two categories: 60% of the places available will be allocated as Foundation/Faith Places; 40% of the places available will be allocated in the 'Community Places' category. In the event of under-subscription in either category, the remaining places will be given to the other category. Should there be over-subscription within any one priority group within a category, those with the shortest journey from home to school – measured by the County Council's computerised mapping system – will be given priority.

FOUNDATION / FAITH PLACES (60% of the remaining places)

F1.Regular worship in the Church of England

(a) Do you (the parent/carers) or your child regularly worship at a Church of England Church? Yes No

(For an explanation of 'regularly worship' please see part (b) below).

For Governors to consider your application under this criterion you must get your Vicar/Minister to complete part (b) below. Worship as part of school activities would not be considered sufficient.

(b) Please ask your Vicar/Minister to confirm that you or your child regularly worship at a Church of England Church.

'Regularly worship' means, attending at least once a month and for at least the past twelve months, at the closing date for applications. This would not include worship as part of school activities.

Name of Vicar/Minister: _____ Signature: _____

Name of Church attended: _____

Address of Church: _____

Telephone number of Church: _____ Email address: _____

F2.Regular worship in another recognised Christian Church

(a) Do you (the parent/carer) or your child regularly worship at another recognised Christian Church?

Yes No

(For an explanation of 'regularly worship' please see part (b) below).

A recognised Christian Church will be one where applicants can demonstrate to the satisfaction of the Governors' Admission Committee, that the Church is one with a doctrinal basis subscribing to the Holy Trinity. For Governors to consider your application under this criterion you must get your Minister to complete part (b) below.

(b) Please ask your Minister to confirm that you or your child regularly worship at a recognised Christian Church. 'Regularly worship' means, attending at least once a month and for at least the past twelve months, at the closing date for applications.

Name of Vicar/Minister: _____ Signature: _____

Name of Church attended: _____

Address of Church: _____

Telephone number of Church: _____ Email address: _____

Website of Church: _____

F3.Active participation in Church-led activities of the Church of England or of another recognised Christian Church.

(a) Do you (the parent/carer) or your child actively participate in Church sponsored activities?

Yes No

For Governors to consider your application under this criterion you must complete part (b) below and get your Vicar/Minister to complete part (c) to confirm your active participation.

Active participation in Church sponsored activities means taking part at least once a month and for at least the last twelve months, at the closing date for applications, in activities directly organised by the Church.

(b) If you have answered yes above, please give outline details of your active participation in the space below.

(c) Please ask your Vicar/Minister to complete this section if applying under this category to confirm your active participation in Church-led activities. 'Active participation in Church-led activities' means, taking part at least once a month and for at least the last twelve months at the closing date for applications, in activities directly organised by the Church.

Name of Vicar/Minister: _____ Signature: _____

Name of Church attended: _____

Address of Church: _____

Telephone number of Church: _____ Email address: _____

Website of Church: _____

F4.Church of England Primary School

(a) Does your child currently attend a Church of England Primary School?

Yes No

(Both Voluntary Aided and Voluntary Controlled Schools qualify).

(b) If the answer to part (a) is yes, please complete the following.

Name of Primary School: _____

Address of Primary School: _____

Telephone number of Primary School: _____ Email address: _____

COMMUNITY PLACES (40% of the remaining places)

C1. Active members or regular participants in the activities of a non-Christian faith

(a) Are you or your child active members or regular participants in the activities of a non-Christian faith? Yes No
For Governors to consider your application under this criterion you must complete part (b) below and get your Minister/Faith Leader to complete part (c) to confirm your active membership or regular participation.

(b) If you have answered yes to part (a), please give outline details of your active membership or regular participation in the space below.

(c) Please ask your Minister/Faith Leader to complete this section to confirm your active membership or regular participation in your faith activities. Active membership or regular participation in the activities of a non-Christian faith means taking part in faith-sponsored worship or activities at least once a month and for at least the last twelve months, at the closing date for applications.

Name of Minister/Faith Leader: _____ Signature: _____

Name of Faith: _____

Meeting Place and Address: _____

Email address : _____ Website: _____

C2. Other applicants who indicate on this form that they wish for a Church School education for their child

Do you want your child to have a Church of England School education? Yes No

C3. Other applicants Yes No

THE NEXT SECTION MUST BE COMPLETED BY ALL PARENT(S)/CARER(S)

I/We are applying for a place at Townsend Church of England School under the following admission criteria. Please tick the appropriate boxes below. Your claim must be supported by the answers given to the relevant questions on this form. You may tick more than one box as long as the information that you give on the form supports your claim.

Tick boxes as appropriate

- 1. Special Needs Statement naming Townsend
- 2. Child in Public Care
- 3. Particular medical or social reasons
- 4. Brother or Sister (sibling)
- F1. Regular worship in the Church of England
- F2. Regular worship in another recognised Christian Church
- F3. Active participation in Church-led activities of the Church of England or of another recognised Christian Church
- F4. Church of England Primary School
- C1. Active members or regular participants in the activities of a non-Christian faith
- C2. Other applicants who indicate on this form that they wish for a Church School education for their child
- C3. Other applicants

I/We apply for a place at Townsend Church of England School for my/our child and I/we understand the need to co-operate with the school and its traditions in my/our child's education.

I/We understand the aims and ethos of this Church of England School. (If you need further details, please ask.)

I/We agree to support the school in its discipline and uniform policies. (If you need further details, please ask.)

To the best of my/our knowledge, the information given on this form is correct. I agree to notify the school immediately of any change of address or circumstances that might affect this application.

If you have listed two names on the front page, both are required to sign below

Name: _____ Name: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

If you need help to complete the application form, please contact the School Office (01727 853047).

Advice is also available for general help concerning admissions, from Choice Advisers employed by the County Council. Contact can be made using the telephone numbers given in the 'Moving On' book issued by the County Council. You will find the contact numbers inside of the front cover.