

Supplementary Information Form for Year 7 Entry

Townsend Church Of England School

High Oaks, St Albans AL3 6DR



TOWNSEND
CHURCH OF ENGLAND SCHOOL

September 2027

Please write clearly using BLOCK CAPITALS

Please read the School Admission Policy before completing this form.

You should ensure that you have a copy of the admission policy prior to completing the form and returning it to the School by **31st October 2026**. You must also complete the Common Application Form available from your home Local Authority and name this school on that form. The Common Application Form should be completed online or returned direct to your home Local Authority.

1 Details of Child

Surname of child: _____ Other Name(s): _____

Date of birth: _____ Sex (Male or Female) _____

2 Details of Parent or Guardian with whom the child lives

Name of parent/guardian: _____

Home address: _____

_____ Postcode _____

Home telephone: _____ Daytime telephone (if different): _____

Email address: _____

3 Banding and Criteria

The information you give will be used to help us to allocate places fairly should there be more applications than there are places available.

Please tick the appropriate Yes/No response and complete any questions that follow.

OFFICE USE ONLY: Date Received:

Date acknowledgement sent:

Admission Categories confirmed:

Governors Notes:

Priority for admission as determined by the regulations applied to all schools

A Child with an Education Health and Care Plan (EHCP) that names the school.

Please ensure that the school has the appropriate relevant information.

YES NO

In the event of more applications being received than there are places available, places will be allocated by the Governing Body in the order indicated below.

- i. **Children looked after** and children who were previously looked after, including those who appear (to the Governors) to have been in state care outside of England, and ceased to be in state care as a result of being adopted. Previously looked after children are those who were looked after but ceased to be so because of being adopted or becoming subject to a child arrangements order or a special guardianship order. See the Admission Policy for additional guidance and information.

YES NO

- ii. **Children for whom it can be demonstrated that they have a particular medical or social need to go to the school.** In common with most Admission Authorities, the Governors will give prior attention to children whose parent(s)/carer(s) can prove to the satisfaction of Governors, that they have a particular medical or social reason why they must attend Townsend and this request is supported by a Social Worker, Education Welfare Officer, Doctor or similar professional. Admission under this category will be limited to those who provide proof of their claim and provided that the needs identified can be met by the existing provision/resources of the school, or by additional provision/resources provided by the Local Authority. Only a very small number of children usually qualify under these conditions. See the Admission Policy for additional guidance and information.

YES NO

- iii. **Children who have a sibling in Years 7 to 12 at the school at the time of application.** A sibling is defined as the brother or sister, half-brother or half-sister, adopted brother or sister, child of the parent/carers or their partner or a child looked after or previously looked after and, in every case, living permanently in a placement within the home as part of the family household from Monday to Friday at the time of admission. A sibling link will not be recognised for children living temporarily in the same house, for example a child who usually lives with one parent but has temporarily moved or a looked after child in a respite or very short term or bridging foster placement. If an applicant lives at more than one address, the sibling must also reside at the same address for the majority of the school week. The sibling's address will be verified by the school.

YES NO

- iv. 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 living closest to school – measured by the County Council's computerised mapping system – will be given priority. Please see the Admission Policy for more information about how we measure the distance.

Foundation and Faith Places 60% of remaining places

F1. Regular worship in the Church of England

(a) Do you (the parent/carer) 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.

YES NO

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

(b) Please ask your Vicar/Minister to confirm that you or your child regularly worship at a Church of England Church. If your Church is closed for a significant period, please see the Admission Policy for guidance.

Name of Church attended:

Address of Church:

Telephone number of Church: _____ Email address: _____

Name of Church Leader

Signature:

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 a definition of **'regularly worship'** please see part F1 (a) above).

A recognised Christian Church will be one that applicants can demonstrate to the satisfaction of the Governors' Admission Committee is a member of Churches Together in England, the Evangelical Alliance or Affinity

For Governors to consider your application under this criterion you must get your Minister to sign below. Please ask your Minister to confirm that you or your child regularly worship at a recognised Christian Church. If your Church is closed for a significant period, please see the Admission Policy for guidance.

Name of Church attended:

Address of Church:

Telephone number of Church: _____ Email address: _____

Email address of Church:

Name of Church Leader

Signature:

F3. Church of England Primary School

(a) Does your child currently attend a Church of England Primary School? (Voluntary Aided Schools, Voluntary Controlled Schools and church Academies qualify).

YES NO

(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 remaining places

C1. Regular worship in a non-Christian faith community

(a) Are you or your child regular worshippers in a non-Christian faith?

YES NO

(For a definition of '**regularly worship**' please see part FI (b) above).

For Governors to consider your application under this criterion you must complete the section below and get your Minister/Faith Leader to sign to confirm your regular worship. Please ask your Minister/Faith Leader to complete the section below to confirm your regular participation in your faith community's worship. If your place of worship is closed for a significant period, please see the Admission Policy for guidance.

Name of Faith: _____

Meeting Place and Address: _____

Telephone number: _____ Website: _____

Email address for Faith Leader: _____

Name of Faith Leader _____

Signature: _____

C2. Any other applicants

(a) Are you applying for a year 7 place at Townsend Church of England School?

YES NO

To the best of my/our knowledge, the information given on this form is correct

Signed: _____

Date: _____

Print name _____