

# **ST ANDREW'S C OF E PRIMARY** **SUPPLEMENTARY INFORMATION FORM**

NURSERY WAYE, UXBRIDGE, MIDDLESEX UB8 2BX

***PLEASE COMPLETE 'PART A' OF THIS FORM, AND IF YOU ARE  
APPLYING FOR A FOUNDATION PLACE,  
PLEASE ALSO ASK YOUR MINISTER TO COMPLETE 'PART B'.***

## **PART A**

CHILD'S SURNAME (*blocked capitals*): .....

CHRISTIAN/FORENAMES: .....

ADDRESS: .....

..... POSTCODE: .....

DATE OF BIRTH: ..... SEX: .....

MOTHER/GUARDIAN FULL NAME: .....

ADDRESS: .....

..... POSTCODE: .....

TELEPHONE NO (*Home*): ..... (*Contact*): .....

FATHER/GUARDIAN FULL NAME: .....

ADDRESS: .....

..... POSTCODE: .....

TELEPHONE NO (*Home*): ..... (*Contact*): .....

If you already have other children at this school, please give their names and classes.

Name: ..... Class: .....

Name: ..... Class: .....

SIGNED: ..... DATE: .....

**Please turn over for Part B**

**PART B**

**ST ANDREW'S C OF E PRIMARY  
MINISTER REFERENCE FORM**

NURSERY WAYE, UXBRIDGE, MIDDLESEX UB8 2BX

**TO BE COMPLETED BY THE MINISTER/ PRIEST**

CHILD'S NAME: .....

PARENTS'/LEGAL GUARDIAN'S NAME: .....

ADDRESS: .....

Please answer the questions below, as frankly and accurately as you can. Please fill in, tick or delete as required.

1. The Parent(s)/Guardian(s) above worship at the church at least:

three times a month   
monthly

2. The Parent(s)/Guardian(s) have worshipped with the above regularity for at least:

three years   
one year

3. The Parent(s)/Guardian(s) have attended the church for ..... years.

Signed: ..... Date: .....

Church and Denomination: .....

Name: .....

Address: .....

Telephone Number: ..... E-Mail Address: .....

**PLEASE NOTE:**

If the family have attended your place of worship for less than three years (for category 1 admission) or less than one year (for category 3 admission), we also require a reference from the Minister, Priest or Religious Leader of their previous church.

## **ADMISSION CRITERIA FOR FOUNDATION PLACES**

The Governing Body has designated 22 places to be offered according to the church attendance criteria listed in order of priority below. A supplementary information form should be completed in order that the Governors can consider the application fully. Evidence of church attendance must be supported by a Minister's Reference at the time of application.

1. Those whose parents have attended church 3 times a month for the past 3 years:
  - a. Children whose siblings (see note 1) will be attending the school at the time of the proposed admission AND whose parents (see note 2) attend worship (see note 3) authorised by a Church of England church in the parish of Uxbridge.
  - b. As 1.a but any other Church of England church.
  - c. As 1.a but other Christian denominations (see note 4).
  - d. As 1.a but no siblings attending the school at the time of the proposed admission.
  - e. As 1.b but no siblings attending the school at the time of the proposed admission.
  - f. As 1.c but no siblings attending the school at the time of the proposed admission.
  
2. Those whose parents have attended church either once a month for 3 years or 3 times a month for the past year (equal consideration):
  - a. Children whose siblings will be attending the school at the time of the proposed admission AND whose parents attend worship authorised by a Church of England church in the parish of Uxbridge.
  - b. As 2.a but any other Church of England church.
  - c. As 2.a but other Christian denominations.
  - d. As 2.a but no siblings attending the school at the time of the proposed admission.
  - e. As 2.b but no siblings attending the school at the time of the proposed admission.
  - f. As 2.c but no siblings attending the school at the time of the proposed admission.
  
3. Those whose parents have attended church once a month for the past year:
  - a. Children whose siblings will be attending the school at the time of the proposed admission AND whose parents attend worship authorised by a Church of England church in the parish of Uxbridge.
  - b. As 3.a but any other Church of England church.
  - c. As 3.a but other Christian denominations.
  - d. As 3.a but no siblings attending the school at the time of the proposed admission.
  - e. As 3.b but no siblings attending the school at the time of the proposed admission.
  - f. As 3.c but no siblings attending the school at the time of the proposed admission.

**If there are less than 22 qualified applicants for Foundation places, any unfilled places will become additional Open places. Unsuccessful applicants for Foundation places will be considered for any Open places remaining unfilled at the end of the allocation procedure.**

### **WAITING LIST**

Candidates not qualifying for a place at the school will remain on a waiting list and any late or new applications received after the Admissions Committee have made a decision about any year's admissions will also be held on the list. If a place becomes available in that school year then, depending on whether it is a Foundation or Open place, it will be filled using the relevant Foundation or Open place admission criteria above, notwithstanding the exceptions noted at the beginning of this Admissions Criteria.

### **OVERSUBSCRIPTION**

Where there is over-subscription in any category priority will be decided by measuring the shortest distance from the school gates in Nursery Way to the front door of the child's house (ie the address held by the Child Benefits Agency for the responsible parent/guardian) in a straight line ('as the crow flies').

### **NOTES**

1. Sibling - a child who will have an older brother\* or sister\* living in the same household with at least one parent in common and will still be attending the school at the beginning of the term in which the younger child starts full-time education. This does not include cousins or childminder's children.
2. Parents - one or both parents or legal guardians.
3. Worship - this is defined as Sunday or midweek services or a group recognised by the Church of England that meets in someone's home or elsewhere and includes elements of prayer, bible study and praise.
4. Other Christian Denominations will be affiliated nationally to Churches Together in Britain and Ireland or locally to Churches Together in Uxbridge or a member of the Evangelical Alliance.

## **ADMISSION CRITERIA FOR OPEN PLACES**

The Governing Body has designated 8 places each year as Open places to be offered to pupils who do not qualify for a Foundation place, but whose parents have chosen St Andrew's school for the type of education it provides. A supplementary information form should be completed in order that the Governors can consider the application fully. Governors hope that parents who have chosen St Andrew's for their child have done so knowing that it is a Church of England school with a distinctive Christian ethos. Governors therefore expect parents to give their full support to the ethos of the school.

Places will be allocated according to the following criteria listed in order of priority.

1. Children whose siblings will be attending the school at the time of proposed admission.
2. Children with known special medical, psychological or social needs documented by a relevant professional, eg a doctor or educational psychologist; who can demonstrate a need for a place at the school
3. Children living in the parish of Uxbridge who do not qualify under any of the criteria above.
4. Children one or both of whose parents/guardians practise another world religion and wish their child to attend a school with religious foundations. The governing body will require a written reference from the applicant's priest, minister or religious leader.
5. Any remaining places will be allocated to children living nearest the school.

### **WAITING LIST**

Candidates not qualifying for a place at the school will remain on a waiting list and any late or new applications received after the Admissions Committee have made a decision about any year's admissions will also be held on the list. If a place becomes available in that school year then, depending on whether it is a Foundation or Open place, it will be filled using the relevant Foundation or Open place admission criteria above, notwithstanding the exceptions noted at the beginning of this Admission Criteria.

### **OVERSUBSCRIPTION**

Where there is over-subscription in any category priority will be decided by measuring the shortest distance from the school gates in Nursery Way to the front door of the child's house (ie the address held by the Child Benefits Agency for the responsible parent/guardian) in a straight line ('as the crow flies').

### **NOTES**

1. Sibling - a child who will have an older brother\* or sister\* living in the same household with at least one parent in common and will still be attending the school at the beginning of the term in which the younger child starts full-time education. This does not include cousins or childminder's children.
2. Parents - one or both parents or legal guardians.

\* Definition of brother or sister – half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.