



# Richard Challoner School

## Supplementary Information Form

### 2022-23

#### IMPORTANT NOTES TO PARENT/CARER:

- Full details of the school's admissions process are provided in the Admissions Policy, which is available on our website and should be referred to before completing the Supplementary Information Form (SIF).
- Please complete the SIF if you would like your application to be considered under one of the faith criteria. If this information is not supplied, the Governors will not be able to apply their admission criteria and this is likely to affect your child's chances of being offered a place.
- For a Year 7 admission in the normal admissions round for the Year 2022-23, the completed SIF, together with all supporting documents, should be returned to the school by **31<sup>st</sup> OCTOBER 2021**.
- For an In-Year admission in the Year 2022-23, the completed SIF, together with all supporting documents, should be returned to the school as soon as possible.
- All applications for places **must** also be made on the Common Application Form (CAF), details of which are available on your home Local Authority's website. The completed CAF **must** be returned to your Local Authority by **31<sup>st</sup> October 2021**. Please note that completion of the school's SIF is not valid without having completed the CAF.

#### PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS:

Surname of child

Date of Birth

Forenames of child

Child's Home Address:

<input type="text"/>	
<input type="text"/>	Post Code: <input type="text"/>

Please tick the appropriate box if the child currently attends one of the feeder schools linked to Richard Challoner School:

<input type="checkbox"/>	Corpus Christi Catholic Primary School (New Malden)
<input type="checkbox"/>	Our Lady Immaculate Catholic Primary School (Tolworth)
<input type="checkbox"/>	Sacred Heart Catholic Primary School (New Malden)
<input type="checkbox"/>	St Agatha's Catholic Primary School (Kingston)
<input type="checkbox"/>	St Cecilia's Catholic Primary School (North Cheam)
<input type="checkbox"/>	St Clement's Catholic Primary School (Ewell)
<input type="checkbox"/>	St Joseph's Catholic Primary School (Kingston)

**Brothers/Sisters:** When completing the Local Authority's Common Application Form (CAF), it is important that you provide details of any brothers/sisters who will be on the school's roll at the proposed time of admission. If this information is not provided on the CAF, the Governors may not be able to place the application within the correct criteria. As a checking mechanism, if you would also like to confirm to Governors that there will be a brother/sister on roll at the time of admission, please list below their Name(s)/Year Group(s). **NB: this is optional**

Name of Student	Year Group

**Richard Challoner School Staff Members:** As a checking mechanism, if you would like to confirm to Governors that you are making an application for your son, please indicate below. **NB: this is optional**

<b>Name of Staff Member</b>

**APPLICANTS WHO ARE BAPTISED CATHOLICS (Evidence Required)**

**Information to be completed by parent/carer:**

**Please note:** A copy of the child's signed Certificate of Baptism **MUST** be included with this application.

Please indicate how often the child attends Mass by ticking ONE box below:

<b>Weekly:</b>		<b>Fortnightly:</b>		<b>Monthly:</b>		<b>Less Often:</b>	
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Present Parish:

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**The application should be supported by the Parish Priest's signature and Parish stamp - please ask your Parish Priest to sign/stamp the section below:**

**Information to be completed by Parish Priest:**

Please verify how often the child attends Mass by ticking ONE box below:

<b>Weekly:</b>		<b>Fortnightly:</b>		<b>Monthly:</b>		<b>Less Often:</b>	
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For how long has this been the child's usual practice?

<b>One year or more</b>	<b>Less than one year</b>

Name of Parish Priest:

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Signature of Parish Priest:

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Date:

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Parish Stamp:

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**APPLICANTS WHO ARE MEMBERS OF OTHER DENOMINATIONS OR FAITH  
(Evidence Required)**

**Please note:** The following documentation **MUST** be included with this application (as applicable to your faith):

- **Christian Denominations:** A copy of the child’s signed Baptismal Certificate or Certificate of Dedication, or evidence confirming membership of the child’s Christian denomination, signed by the Minister of religion
- **Applicants who are members of other faiths:** Evidence of your son’s attendance at a recognised place of worship and signed verification that his membership is supported by a recognised religious leader

Please indicate how often the child attends his place of worship by ticking ONE box below:

<b>Weekly:</b>	<input type="checkbox"/>	<b>Fortnightly:</b>	<input type="checkbox"/>	<b>Monthly:</b>	<input type="checkbox"/>	<b>Less Often:</b>	<input type="checkbox"/>
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Denomination/Faith:

**The application should be supported by the signature of your Minister of Religion or Faith Leader - please ask your Minister or Faith Leader to sign the section below:**

**Information to be completed by Minister of Religion or Faith Leader :**

Please verify how often the child attends his place of worship by ticking ONE box below:

<b>Weekly:</b>	<input type="checkbox"/>	<b>Fortnightly:</b>	<input type="checkbox"/>	<b>Monthly:</b>	<input type="checkbox"/>	<b>Less Often:</b>	<input type="checkbox"/>
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For how long has this been the child’s usual practice?

<b>One year or more</b>	<b>Less than one year</b>
<input type="checkbox"/>	<input type="checkbox"/>

Name of Minister/  
Faith Leader:

Parish or Faith Community:

Address:

Signature of Minister/  
Faith Leader:

Date:

### APPLICATION DECLARATION (to be signed by parent/carer):

I confirm that I have read and understood the school's Admissions Policy and that the information I have given on this form is accurate and truthful. I understand that I must notify the school immediately if there is a change to these details and that any offer of a place may be withdrawn by the governors if the application is based on misleading or fraudulent information.

Parent/Carer full name:	<input type="text" value="Mr/Mrs/Miss/Ms"/>	
Parent/Carer signature:	<input type="text"/>	
Date:	<input type="text"/>	Telephone No: (optional) <input type="text"/>
Email Address: (optional)	<input type="text"/>	

### IMPORTANT CHECKLIST

	I have fully completed this Supplementary Information Form
	My Parish Priest/Minister of Religion/Faith Leader has signed/dated/stamped the correct section of the form (for Catholic applicants)
	I have enclosed a copy of the child's signed Certificate of Baptism in a Catholic Church (for Catholic applicants)
	I have enclosed a copy of the child's signed Baptismal Certificate or Certificate of Dedication, or evidence confirming membership of the child's Christian denomination, or confirming membership of the child's Christian denomination, signed by the minister of religion (for Christian applicants)
	Evidence of the child's attendance at a recognised place of worship and signed Verification that his membership is supported by a recognised religious leader (for other faith applicants)
	I have completed and returned the Common Application Form (CAF) to the appropriate Local Authority

#### Additional Note for Applicants Providing Supporting Religious Evidence:

The school may request additional supporting evidence if the written documents that are provided do not clarify that the child was baptised/dedicated, 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 its denomination.

**When you have completed this form, please return it (together with supporting documentation, if applicable) to the Admissions Officer at the school:**

**RICHARD CHALLONER SCHOOL**  
Manor Drive North, New Malden, Surrey KT3 5PE  
Telephone: 020 8330 5947  
Email: [rcb@challoner.kingston.sch.uk](mailto:rcb@challoner.kingston.sch.uk)  
[www.richardchalloner.com](http://www.richardchalloner.com)

**REMINDER: The closing date for return of this form for a Year 7 place in September 2022 is 31<sup>st</sup> October 2021**

## **Evidence of Catholic Practice following the Coronavirus Outbreak**

On the advice of the Education Commission of the Archdiocese of Southwark, the governing body of Richard Challoner School has agreed the following statement in order to clarify how its faith-based oversubscription criteria will be interpreted whilst churches are closed or attendance at church is not possible due to COVID 19. This statement has been shared widely with parishes in order to ensure that determinations made by parish priests concerning regular practice of the faith are being made on a consistent basis.

**The suspension of the obligation to attend Sunday Mass was announced on 18th March 2020 by Bishops' Conference of England and Wales. If a parent/carer attended Mass at a certain frequency at a particular parish (or parishes) prior to 18th March 2020 then they will be considered to have attended Mass in that parish (or parishes) at the same frequency since that time. This will remain the case until the Sunday obligation is reintroduced by the Bishops.**