



# *the* DIOCESE of EAST ANGLIA

ST. MARK'S CATHOLIC PRIMARY SCHOOL

## SUPPLEMENTARY INFORMATION FORM

2025/2026

If you are expressing a preference for a place for your child at St. Mark's Catholic Primary School in Suffolk and wish to apply under a faith criterion, 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 Admissions Officer at St. Mark's Catholic Primary School by the closing date of 15<sup>th</sup> January 2025.
- If you are applying to more than one Catholic school/academy, you will need to complete a separate Supplementary Information Form for each school/academy.
- **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 adversely affect your child's chance of being offered a place.**
- Remember – you **must** also complete the Common Application Form.

Name of child:

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Date of birth of child:

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Address of child:

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**Parent/Carer Details**

Parent/Carer Name:

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Parent/Carer Address:

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(if different from above)

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[Please read the St. Mark's Catholic Primary School Admissions Policy, noting in particular any faith criteria, and your Local Authority booklet, before completing this form.]



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**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. Mark's Catholic Primary School at the proposed time of admission. If this information is not provided the admission authority of St. Mark's Catholic Primary School may not be able to place the application correctly.**

**Religious status of child (please indicate by placing a tick in the appropriate box – please note that a tick should be indicated in only one box)**

Criteria	Tick Box	Evidence [insert details in accordance with the Notes below]
1. Baptised Catholic looked after or previously looked after (See Note1)	<input type="checkbox"/>	
2. Baptised Catholic resident in St. Mark's Designated Area (See Note 1)	<input type="checkbox"/>	
3. Other Baptised Catholic (See Note 1)	<input type="checkbox"/>	
4. Catechumen (See Note 2)	<input type="checkbox"/>	
5. Member of an Eastern Christian Church (See Note 3)	<input type="checkbox"/>	
6. Member of other Christian denomination (See Note 4)	<input type="checkbox"/>	
7. Member of other faith (See Note 4)	<input type="checkbox"/>	

Catholic parish / deanery in which your child lives:

The data on this form will only be used within the school/academy admissions system and will not be divulged to any third party outside the school/academy admissions system in accordance with current Data Protection legislation.



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**I confirm that I have read the Admissions Policy of the school 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.....



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## **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 the 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 your local authority's Common Application Form?