

**BROXBOURNE CE PRIMARY SCHOOL MILL LANE BROXBOURNE HERTS**  
**SUPPLEMENTARY INFORMATION FORM**

**Please use Block Capitals**

Surname of Child ..... Forename(s) .....

Date of Birth .....

Name of Parent, Guardian or Carer .....

Permanent Home Address (including postcode) .....

.....

How long has the child lived at this address .....

**Please Note:** This is the Child's permanent residence and not an accommodation address. Parents are requested to provide a recent **original** utilities bill or equivalent (within the last 3 months), which will be returned to them.

Parent/Guardian/Carer's contact Tel No(s).....

Parent/Guardian/Carer's e-mail address.....

Please see accompanying Information and Procedure for the Categories in order of priority.

The family wishes to apply for a place under Criterion \_\_\_\_\_ (Enter A, B, C, D or E)

**Please Note:** In the case of Category A children please bring in a copy of the court order or certificate of adoption or special guardianship order or child arrangement order.

Signature of Parent/Guardian/Carer..... Date .....

**If you are applying under Category C or D, please complete the following:**

The family lives within the Parish boundary: Yes  No

The family attends: St Augustine's Church, Broxbourne

St Laurence's Church, Wormley

The United Reformed Church, Broxbourne

Wormley Free Church

Other (Please State) \_\_\_\_\_

**Please Note:** Notes on the Admissions Criteria are available with our Admissions Information on the school website.

**Please complete the form overleaf, including obtaining official confirmation from your clergy.**

## **Supplementary Information Form (SIF): Attendance Confirmation from Clergy:**

Name of Child \_\_\_\_\_ Category Applied Under \_\_\_\_\_

### **OVERSUBSCRIPTION CRITERIA 2026/27 – Reception Class**

**Section 324 of the Education Act 1996 requires the Governing Body to admit a child with an EHC (Education, Health and Care) Plan that names the school. Such children will be admitted before any oversubscription criteria are applied.**

In the event of oversubscription, the Governors will offer places according to the following order of priority:

- Category A** - Children looked after and children who were previously looked after.
- Category B** - Siblings of pupils at the main school (Reception class to Year 6) at the time of admission.
- Category C\*** - Children of parents who regularly worship in a church, which belongs to one of the main Christian denominations, within the Broxbourne district of the Parish of Broxbourne with Wormley.  
OR, with equal priority,  
Children of parents who live within the Broxbourne district of the Parish of Broxbourne with Wormley and regularly worship in a church outside that district, which belongs to one of the main Christian denominations.
- Category D\*** - Not more than two places will be allocated to children of parents who regularly worship in a church belonging to one of the main Christian Denominations but do not live or worship in the area described in Category C.
- Category E** - Any other children.

#### **\*CLARIFICATION NOTES FOR CLERGY**

##### ***Category C & D Applications***

“Regularly worship” means that, at the closing date of applications, one or both of the child’s parents must have attended an act of public worship at the relevant church for two years immediately preceding the date of application and at least 30 times in that period\*\*. Parents must return the Supplementary Information Form to the School signed by themselves and their clergy, to confirm this level of attendance. Applicants who have attended more than one church in the previous two years (e.g. owing to relocation) will need to provide written evidence from the clergy of both or all the churches attended within the required period of attendance.

##### **Christian Denominations are defined as follows:**

All churches which are members of one or more of the following bodies are included in this definition:

- Churches Together in England;
- The Evangelical Alliance;
- Affinity;
- Worldwide Anglican Communion;
- World Council of Churches;
- Churches that are in full communion with the See of Rome.

The Governors will also consider the definition to include other Trinitarian churches where the church in question has a published statement of faith that is Trinitarian in nature. For the purposes of this policy a Trinitarian church is one that believes that there is one God who is Father, Son and Holy Spirit. If the church in question has no published statement of faith, then alternative evidence of the church’s Trinitarian character must be provided at the time of application.

**Please Note:** It is the responsibility of the applicant to ensure that all the evidence required by Categories C and D of the Criteria is provided to the Governors' Admissions Committee before the application deadline, otherwise the application will be considered only based on the evidence provided by that date, which may mean your application being given lower priority.

***\*\*In the event that during the period specified for attendance at worship, the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.***

**Official Clergy Confirmation: To be completed by the clergy**

- 1) this attendance has been for a period of at least 2 years up to the closing date of applications
- 2) this attendance has been for a minimum of 30 times in that period

**By signing this form, I declare that statements 1 and 2 above are correct to the best of my knowledge and belief**

Name of referee (please print) \_\_\_\_\_

Name of church \_\_\_\_\_

Official position in church \_\_\_\_\_

Address of church \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_