



**SIF SUPPORTING INFORMATION FORM
FOR YEAR 6 INTO YEAR 7 ADMISSION SEPTEMBER 2020**

CLOSING DATE FOR RECEIPT OF THIS FORM TO ST EDMUND'S
31 OCTOBER 2019

CLOSING DATE FOR RECEIPT OF A COMPLETED CAF1 FORM TO YOUR OWN LA
31 OCTOBER 2019

PLEASE NOTE LATE CAF1 FORMS AND LATE SUPPORTING INFORMATION FORMS WILL ONLY BE CONSIDERED
AFTER ALL PUNCTUAL ONES HAVE BEEN PROCESSED

SIF

RECEIVED BY ST EDMUND'S CATHOLIC ACADEMY	DATE STAMP:
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ALL INFORMATION ON THIS FORM MUST BE TRUE AND ACCURATE. IF THE DIRECTORS MAKE A DECISION TO OFFER YOUR CHILD A PLACE BASED ON MIS-INFORMATION YOU HAVE PROVIDED, EVEN IF UNINTENTIONALLY, THE PLACE MAY BE WITHDRAWN UP TO 31 DECEMBER 2020

CHILD'S LEGAL NAMES

PLEASE WRITE CLEARLY IN CAPITALS

SURNAME: _____ FIRST NAME: _____ MIDDLE NAME(S): _____

CHILD'S DATE OF BIRTH: _____ CHILD'S GENDER: BOY / GIRL **(Circle One)**

WHICH PRIMARY SCHOOL/ACADEMY DOES YOUR CHILD ATTEND NOW: _____

PARENT/CARER DETAILS:

THIS MUST BE THE ADDRESS WHERE THE CHILD NORMALLY LIVES AND WHERE CORRESPONDENCE SHOULD BE SENT

TITLE	Mr / Mrs / Miss / Ms / Dr (circle one)
FULL NAME	_____
FULL ADDRESS	_____
POSTCODE	_____
TELEPHONE HOME	_____
TELEPHONE WORK	_____
MOBILE NUMBER	_____
EMAIL ADDRESS	_____

IS YOUR CHILD A BAPTISED CATHOLIC OR BEEN RECEIVED INTO THE CATHOLIC CHURCH? **(Circle One)** YES / NO
IF YES, HAVE YOU ATTACHED A COPY BAPTISMAL CERTIFICATE / WRITTEN EVIDENCE? YES / NO

IMPORTANT NOTE

If you are applying for a place for a baptised Catholic child you must attach a copy of a baptismal certificate or other written evidence, otherwise Directors will consider your application as a non-Catholic one

IF CATHOLIC PLEASE STATE THE NAME OF THE CATHOLIC PARISH IN WHICH YOUR CHILD LIVES:.....

DOES YOUR CHILD HAVE AN EDUCATION, HEALTH AND CARE (EHC) PLAN CREATED BY THE LOCAL AUTHORITY? **(Circle One)** YES / NO
(This is not the same as your child being named on the school's SEN register.)
IS YOUR CHILD ADOPTED? YES / NO
IS THIS A LOOKED AFTER CHILD (fostered or in Local Authority care)? YES / NO
IF YOU HAVE ANSWERED YES, PLEASE ATTACH WRITTEN EVIDENCE

ARE YOU A PERMANENT MEMBER OF STAFF BASED AT ST EDMUND'S WHO HAS BEEN EMPLOYED BY THE BOARD OF DIRECTORS OF BCCMAC FOR TWO YEARS OR MORE BY 31 OCTOBER 2019 AND WHO HAS A CURRENT PERMANENT CONTRACT YES / NO

DOES YOUR CHILD HAVE ANY BROTHERS / SISTERS WHO WILL BE AT ST. EDMUND'S IN SEPTEMBER 2020?
BROTHER/SISTER: _____ YEAR GROUP: _____ (IN SEPTEMBER 2020)
BROTHER/SISTER: _____ YEAR GROUP: _____ (IN SEPTEMBER 2020)

Signature of Parent/Carer: _____ Date: _____

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DEFINITION OF A "BAPTISED CATHOLIC"

A "Baptised Catholic" is one who has been baptised into full communion (cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome (i.e. Latin Rite, Byzantine Rite, Coptic, Syriac, etc. Cf. Catechism of the Catholic Church, 1203). Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the Church in which the baptism took place (Cf. Code of Canon Law, 877 & 878) OR has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Right of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the Church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).

WRITTEN EVIDENCE OF BAPTISM

The Board of Directors of the Bishop Cleary Catholic Multi Academy Company will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for Academy places can be considered for categories of 'Baptised Catholics'. A Certificate of Baptism or Reception is to include: the full name, date of birth, date of baptism or reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of baptism or reception.

Those who would have difficulty obtaining written evidence of baptism for a good reason may still be considered as baptised Catholics, but only after they have been referred to their Parish Priest who, after consulting the Vicar General, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the Law of the Church. Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of baptism due to persecution or fear, the destruction of the church and the original records, or where baptism was administered validly but not in the Parish church where records are kept.

IF YOU ARE APPLYING FOR A CATHOLIC CHILD, REMEMBER TO ATTACH A COPY OF YOUR CHILD'S BAPTISMAL CERTIFICATE OR WRITTEN EVIDENCE FROM YOUR PARISH PRIEST

Timeline for an Application to St Edmund's Catholic Academy for Admission in September 2020

SEPTEMBER 2019

Secondary Education Information Packs available online - To avoid possible disappointment, make sure you understand and comply with all deadlines stated.

SEPTEMBER/OCTOBER 2019

Open Days at St Edmund's - To learn about the Academy, have a look around and receive the Academy's information pack.

31 OCTOBER 2019

Common Application Form (CAF1) to be returned to the Local Authority (LA) by 31 October 2019. It is important you put St Edmund's as one of your five preferences on the CAF1 or you will not even be eligible to go on our Waiting List after offers have been made.

31 OCTOBER 2019

Supporting Information Form (SIF) to be returned to the Academy by 31 October 2019.

Please include a stamped addressed envelope if you want the Academy to acknowledge safe receipt of your SIF.

NOVEMBER 2019

Late November 2019 the LA sends the Academy a list of all children who have put down St Edmund's as a preference on their CAF1. The Academy will cross reference all the SIFs it has received against the CAF1 preferences submitted to the LA and parents/carers will be sent one reminder in writing if any information/forms appear to be missing.

If your SAE is not returned to you within 10 days of posting, please contact the Academy's Admissions Office on 01902 558888 ext 124.

SIFs received after the deadline will be stamped "late" and will only be considered after all punctual SIFs have been processed unless you have experienced a change in circumstances.

SIFs received after Offer Letters have been sent out will be stamped "late after offer" and will only be considered after all punctual SIFs and "late" SIFs have been processed.

1 MARCH 2020

1 March 2020 the LA sends out all offer letters. Within 10 working days the Academy sends out its own offer letter. SIFs received after Offer Letters have been sent out will be stamped "late after offer" and will only be considered after all punctual SIFs and "late" SIFs have been processed. **You must let the LA and St Edmund's know whether you are accepting or declining the place you have been offered.** Unsuccessful applicants will not be added to the Academy's waiting list automatically. **Parents/carers must contact the Academy to ask for their child to go on the waiting list.** If you choose to appeal against the LA's allocation, you must notify the LA and contact the Academy's Admissions Office on 01902 558888 ext 124 to ask for an Appeals Form. **THE DEADLINE FOR ALL WRITTEN APPEALS TO BE RECEIVED BY THE ACADEMY IS 31 MARCH 2020. APPEALS RECEIVED BY THE DEADLINE WILL BE HEARD IN MAY 2020.**



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Archdiocese of Birmingham

Bishop Cleary Catholic Multi Academy Company



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