

St. Luke's C. E. Primary School Supplementary Information Form

Child's Name _____ D.O.B. _____

Does your child have a statement of special educational need, or education health and care plan that names St Luke's Church of England Primary School? Yes / No (please delete as appropriate)
If yes, you are required to provide proof from the awarding authority.

1. Is your child 'looked after' or have they previously been 'looked after'? (Previously 'looked after' children are those who were 'looked after' but ceased to be so because they were adopted, or became subject to a residence order or special guardianship order.) Yes / No
- 1.a Has your child been in state care outside of England and ceased to be in state care because they have been adopted? Yes / No
If you answer yes to either question 1 or 1a, you are required to provide an original certified copy of the adoption certificate or, in the case of being looked after, correspondence from the child's key social worker/local authority.
2. Do you have another child who will be attending St. Luke's at the time of admission of this child? Yes / No
If Yes name of child already attending _____
If yes, relationship to child applying for place _____

3. As a parent / legal guardian are you and your child committed members of St. Luke's Church and or Sunday School and have you attended once a month for the twelve months (the consecutive twelve calendar months beginning 01 January and ending 15 January) prior to the closing date for applications? Yes / No
If yes, please complete our Christian Reference Form, which must be signed by the appropriate Clergy and please attach your child's signed Church attendance card to this form, both of which are subject to verification. In the event that during the period specified for attendance at worship St Luke's Parish Church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship.*

4. As a parent / legal guardian do you and your child attend Church and or Sunday School that is a member of the Churches Together in Britain and Ireland group and have you attended at least once a month for the twelve months (the consecutive twelve calendar months beginning 01 January and ending 15 January) prior to the closing date of applications? Yes / No
If yes please complete our Christian Reference Form, which must be signed by the appropriate Clergy and please attach along with your signed Church attendance card, both of which are subject to verification. In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship.*

5. Has your child been baptised into a Christian Church that is a recognised member of the Churches Together in Britain and Ireland Group? Yes / No
*If yes, an original copy of the baptismal certificate will need to be seen by the school.
Place of Baptism (please include address and postcode):*

6. Are you the parent / legal guardian / or carer of this child?
Please state which: _____

By signing this document you confirm that you understand that the School Admission Code allows schools to withdraw the offer of a school place if parents/carers give fraudulent or intentionally misleading information. The school reserves the right to verify information given to them by the applicant.

Signature: _____ Name: _____ Date: _____

Please provide the following documents when returning this form

- a) Two forms of proof of address, one of which is less than three months old.
- b) Baptismal certificate (if appropriate)
- c) Christian Reference Form signed by the appropriate Clergy.(if appropriate)
- d) Proof of statement of special educational need or education health and care plan (if appropriate)
- e) Certificate of adoption (if appropriate)
- f) Confirmation of in care details and key social worker/local authority contact
- g) Church/Place of Worship/Sunday School Attendance Card, signed by the appropriate Clergy/Sunday School Officer, showing twelve months attendance up to the close of applications and where appropriate confirmation from your Church/Place of Worship that they were closed with no alternative place of worship and for what period they were closed.

***Please note, Church/Sunday School attendance cards and Christian Reference Forms will only be accepted from January 2025 onwards and all are subject to verification. This will involve us sharing the information you provide with the appropriate Clergy/body.**

It is the responsibility of parents to ensure this form, the Christian Reference Form and associated supplementary information is completed and returned to St Luke's Church of England Primary School by 15 January 2025. Please note only original copies will be accepted. Receipts will be issued for supplementary information forms received. St Luke's C E Primary School accepts no responsibility for forms not received when a signed receipt cannot be shown as evidence. The submission of this form, the Christian Reference Form, Church/Sunday School attendance card and the issuing of a receipt enables the school to apply the over subscription criterion and does not constitute the offer of a place. Parents are required to make an application through Wigan Council's published process in addition to submitting this form and associated documents to the school.

Christian Reference Form

To be completed by the appropriate member of the Clergy at the Place of Worship attended by the applicant child and their family

Child's Name _____ D.O.B. _____

Parent/Carers Name: _____

Admission Year: September 2025 Closing date for applications: 15/01/2025

1. Are the child and family named above committed members of St. Luke's Church and or Sunday School and have they attended St Luke's Church and or Sunday School (evidenced on the Sunday School Register) once a month for the twelve months (the consecutive twelve calendar months beginning 01 January and ending 15 January) prior to the closing date for applications ? Yes / No
2. Do the child and family named above attend a Church and or Sunday School (evidenced on the Sunday School Register) that is a member of the Churches Together in Britain and Ireland Group and have they attended at least once a month for the twelve months (the consecutive twelve calendar months beginning 01 January and ending 15 January) prior to the closing date for applications? Yes / No If yes, please provide name and address of the Church and or Sunday School.
3. In the event that, during the period specified for attendance (the consecutive twelve calendar months beginning 01 January and ending 15 January) prior to the closing date for applications, your Church/Sunday School was closed for public worship with no alternative place of worship please specify the dates and reasons for closure.

Church/Sunday School Name and Address including postcode:

Name of Clergy signing this declaration: _____ Designation: _____

Signature: _____ Date: _____

Official stamp of Church:

Please note, only original copies of all common and supplementary information will be accepted and all are subject to verification. This will involve us sharing the information you provide with the appropriate Clergy/body.

It is the responsibility of parents to ensure this form and any common and supplementary information is completed and returned to St Luke's Church of England Primary School. Please note only original copies will be accepted. Church and or Sunday School attendance will not be considered unless this form is completed by the appropriate Clergy and submitted to the school by 15 January 2025. Receipts will be issued for common and supplementary information forms received. St Luke's C E Primary School accepts no responsibility for forms not received when a signed receipt cannot be shown as evidence.

The School Admission Code allows schools to withdraw the offer of a school place if parents/carers give fraudulent or intentionally misleading information. The school reserves the right to verify information given to them by the applicant.

Receipt

To be completed by St Luke's C E Primary School on receipt of the supplementary information form, Christian Reference Form, Church/Sunday School attendance card and any applicable/appropriate supporting information provided by the parent/carer.

Christian Reference Forms and Sunday Church/Sunday School Attendance Cards will only be accepted if dated January 2025.

Name of Child: _____ D.O.B _____

Name of parent submitting the application: _____

Intake Group: September 2025

Closing date for applications: 15 January 2025

St Luke's C E Primary School acknowledges receipt of the following documents;

Completed and signed Supplementary Information Form Yes/No

Completed Christian Reference Form Form signed by the appropriate member of the Clergy Yes/No

Original Baptism Certificate seen Yes/No (school staff: please attach a certified copy to the Supplementary Information Form)

Date of Baptism: __/__/____

Place of Baptism: _____ Postcode: _____

Where applicable:

Original adoption certificate received Yes/No

In care/social worker/Looked After LA details received Yes/No

EHCP details received Yes/No

Two forms of proof of address (one document must be less than three months old at the closing date of applications) Yes/No

Home address:

Name of staff member receiving documents: _____

Signature of staff member: _____ Date documents received: _____

The School Admission Code allows schools to withdraw the offer of a school place if parents/carers give fraudulent or intentionally misleading information. The school reserves the right to verify information given to them by the applicant.

The issuing of this receipt does not constitute the offer of a place. Parents are required to make an application through Wigan Council's published process, no later than 15 January 2025, which can be found at www.wigan.gov.uk, in addition to submitting this form and associated documents to the school.

One copy of this receipt to be given to the parent/carer making the application and one copy to be attached to the Common Information Form



