**Appendix 3**

**Christ Church C of E Primary School, Purley**

**SUPPLEMENTARY INFORMATION FORM**

|  |  |  |
| --- | --- | --- |
| **Child’s Surname:** | **Christian (First) Names:** | **Date of Birth:****Gender: Male / Female** |

**1. Family details**

|  |
| --- |
| Parents / Legal Guardian:  Name:Address:Postcode:Telephone No: |
| If appropriate please state details of the sibling(s) who will be in attendance at the school at the time of enrolment of the new pupil.Child’s name: Date of birth:  |
| If you are applying for an in-year admission, please state details of your child’s current school.School name:Address / Telephone number: |

**2. Church attended by the family. Please inform your minister before using his/her name in support of your application.**

|  |  |
| --- | --- |
| Name of church: |  |
| Minister:Name:Address: |  |
| Minister:Email address:Telephone Number: |  |
| Is this church a full member of Churches Together in England? (See Appendix 2 of Admissions Policy)If YES, please state which one | YES / NO |
| Is this church a full member of The Evangelical Alliance  | YES / NO |

**Continued overleaf**

**3. Church attendance. How often does the family attend church services - please tick the appropriate boxes.**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | **Parent** |
| Normally weekly (ie 3 or more times a month) |  |
| Normally monthly (ie once or twice a month) |  |

|  |  |
| --- | --- |
| How long have you attended this church |  \_\_\_\_\_\_\_\_\_\_ Years \_\_\_\_\_\_\_\_\_\_Months |
| If **less than two years**, which church did you previously attend? |  |
| Previous Minister:Name, address, email addressand telephone number |  |
| Is this church a full member of Churches Together in England? (See Appendix 2 of Admissions Policy)If YES, please state which one | YES / NO |
| Is this church a full member of The Evangelical Alliance  | YES / NO |

**I confirm that the information on this form is correct in every detail, and that I wish the Governing Body to consider the admission of the named child to Christ Church C of E Primary School in September 2023.**

Signature of Parent/Guardian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

**Please return this form to:
The School Business Manager, Christ Church C of E Primary School,
Montpelier Road, Purley, Surrey CR8 2QE by**

**15th January 2023**

Clergy references must be received by noon 25th February 2023 to be considered for categories 3,4,5 and 6

Please note that a Croydon Council application form **must be** completed **separately** to London Borough of Croydon before 15th January 2023

**APPENDIX 4**

**ADMISSION APPEALS - TIMETABLE**

The Appeals Code 2012 requires all admission authorities to set out a timetable for appeals and to publish this on the school’s website by 28th February in each school year. The following table sets out the timelines within which appeals must be heard.

For applications made in the normal admissions round, appeals must be heard within **40 school days** of the deadline for lodging appeals.

For in-year and late applications, appeals must be heard within **30 school days** of the appeal being lodged.

|  |  |
| --- | --- |
| **ACTION** | **DEADLINE** |
| Date by which an appeal must be submitted | At least 20 school days from the date of notification to parent of the refusal of a place |
| Notice of the date of the appeal hearing | At least 10 school days before the hearing |
| **Evidence and papers for the hearing**1. Date by which evidence must be submitted by appellants;
2. Date by which evidence must be submitted by the admission authority
3. Date by which the Clerk sends appeal papers to the parents, the panel and the admission authority
 | At least 10 school days before the appeal hearing |
| **Additional evidence from the appellants**Sometimes appellants wish to provide additional information after seeing all the papers | At least 5 school days before the appeal hearing |
| **Decision** Decision letters sent to the Appellants. (The letter that informs the appellant if their appeal has been upheld or refused.) | Within 5 school days of the appeal hearing (whenever possible) |