



**OUR LADY AND ST CHAD CATHOLIC ACADEMY,  
WOLVERHAMPTON  
SUPPORTING INFORMATION FORM  
FOR YEAR 6 INTO YEAR 7 ADMISSION SEPTEMBER 2017**



**CLOSING DATE FOR RECEIPT OF THIS FORM AT OUR LADY AND ST CHAD CATHOLIC  
ACADEMY: 31 OCTOBER 2016**

(late Supporting Information Forms will only be considered after all punctual ones have been processed)

<b>RECEIVED BY OUR LADY AND ST CHAD CATHOLIC ACADEMY</b>	<b>DATE STAMP:</b>
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**YOU MUST ALSO COMPLETE FORM CAF1 AND RETURN IT TO THE LA AT THE CIVIC CENTRE, WOLVERHAMPTON,  
(OR TO YOUR LOCAL LA IF YOU LIVE OUTSIDE WOLVERHAMPTON) BY 31 OCTOBER 2016**

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INFORMATION YOU HAVE PROVIDED, EVEN IF UNINTENTIONALLY, THE PLACE MAY BE WITHDRAWN UP TO 31 DECEMBER 2017

**CHILD'S SURNAME:** ..... **CHILD'S FORENAME:** .....

**CHILD'S DATE OF BIRTH:** ..... **CHILD'S GENDER:** Please Circle One  
**BOY / GIRL**

**WHICH PRIMARY SCHOOL/ACADEMY DOES YOUR CHILD ATTEND NOW:** .....

<b>Parent/Carer details:</b> This must be the address where the child normally lives and where correspondence should be sent	
Title	Mr/Mrs/Miss/Ms/Dr (please circle one)
Full Name	
Full Address <small>PLEASE WRITE CLEARLY IN CAPITALS</small>	
Postcode	
Telephone Home	
Telephone Work	
Mobile Number	
Email Address	

**IS YOUR CHILD A BAPTISED CATHOLIC or BEEN RECEIVED INTO THE CATHOLIC CHURCH?** 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 AND HEALTH CARE PLAN (EHC)?** Yes/No

**IS YOUR CHILD ADOPTED?** Yes/No

**IS THIS A LOOKED-AFTER CHILD? (fostered or in Local Authority care)?** Yes/No

**Are you a member of staff who has been employed at Our Lady & St Chad's Catholic Academy for two years or more?** Yes/No

**DOES YOUR CHILD HAVE ANY BROTHERS/SISTERS WHO WILL BE AT OUR LADY & ST CHAD IN SEPTEMBER 2017?**  
**Brother/Sister:** ..... **Year Group** ..... (in September 2017)  
**Brother/Sister:** ..... **Year Group** ..... (in September 2017)

**Signature of Parent/Carer:** ..... **Date:** ..... **PTO**

**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 Pope John XXIII 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**

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**Timeline for an Application to Our Lady and St Chad Catholic Academy  
for Admission in September 2017**

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|  |  <p>July 2016<br/> Secondary Education<br/> Information Packs<br/> available on-line</p>                                                                                                                                                     | <p>To avoid possible disappointment, make sure you understand and comply with all deadlines stated.</p>                                                                                                                                                                                                                                                                                                                                                                                                                          |
|  | <p>September/October 2016<br/> Open Evenings/Open Morning – visits to school by appointment.</p>                                                                                                                                                                                                                                | <p>Opportunity to visit the Academy, have a look round and see what we do and receive the Academy’s Information pack.</p>                                                                                                                                                                                                                                                                                                                                                                                                        |
|  | <p>Common Application Form (CAF1) to be returned to the Local Authority (LA) by 31 October 2016</p>                                                                                                                                                                                                                             | <p>It is important that you put Our Lady and St Chad Academy 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.</p>                                                                                                                                                                                                                                                                                                                             |
|  | <p>Green Supporting Information Form (SIF) to be returned to the Academy by 31 October 2016.<br/><br/> (Please include a stamped addressed envelope if you want the Academy to acknowledge safe receipt of your SIF).</p>                                                                                                       | <p>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.<br/><br/> 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.<br/><br/> If your SAE is not returned to you within 10 days of posting, please contact the Academy’s Admissions Office on 01902 558250.</p> |
|  | <p>Late November 2016 the LA sends the Academy a list of all children who have put down Our Lady and St Chad Catholic Academy as a preference on their CAF1.</p>                                                                                                                                                                | <p>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 may be missing.</p>                                                                                                                                                                                                                                                                                                           |
|  | <p>1 March 2017 the LA sends out all offer letters. Within 10 working days the Academy sends out its own offer letter.<br/><br/> Unsuccessful applicants will not be added to the Academy’s waiting list automatically. Parents/carers must contact the LA or the Academy to ask for their child to go on the waiting list.</p> | <p>You must let the LA and Our Lady and St Chad know whether you are accepting or declining the place you have been offered.<br/> <b>IMPORTANT APPEALS INFORMATION</b><br/> If you choose to appeal against the LA’s allocation, you must notify the LA and contact the Academy’s Admissions Office on 01902 558250 to ask for an Appeals Form.<br/> <b>THE DEADLINE FOR ALL WRITTEN APPEALS TO BE RECEIVED BY THE ACADEMY IS 31 MARCH 2017</b><br/> <b>APPEALS RECEIVED BY THE DEADLINE WILL BE HEARD IN MAY 2017</b></p>       |