



**ST MARTHA'S CATHOLIC PRIMARY SCHOOL
IN YEAR
SUPPLEMENTARY INFORMATION FORM**

This information will be treated in the strictest confidence

This form is used to collect the information required to enable us to allocate places if the school is oversubscribed, according to the criteria listed in our Admission Policy.

Child's surname:..... **MALE/FEMALE**

Child's first names:..... **Date of Birth:**..... **Year Group:**.....

Address:.....

Postcode:..... **Home Tel No:**..... **Mobile Tel No:**.....

Email address.....

Current school..... **Tel No:**.....

Reason for moving.....

Any SEN requirements.....

Medical requirements.....

Please tick the box / boxes relevant to your application. This information enables us to operate our Admission Policy

		Tick box / boxes below
1)	Child with a statement of special educational need that names St Martha's School	
2)	Child in the care of a local authority who are baptised Catholics	
3)	Children of staff at St Martha's where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage	
4)	Children who are baptised Catholics	
5)	Other children in the care of a local authority	
6)	Child with a brother or sister attending the school on the proposed date of admission	
7)	Baptised children from other Christian faith traditions, whose parents are committed to their child receiving a Catholic education	
8)	Other applicants	

In the event of over-subscription in any of the categories 1-7 above, priority will be given in the following order:

- to children with a brother or sister at the school
- to those living nearest to the school as measured by the shortest distance on a map

For purposes of clarification, parents should note that the School includes step brothers and step sisters who live at the same address as brothers or sisters.

All parents **MUST** complete the school's **Supplementary Information form**, which is available from the school.

* The designated area is The King's Lynn Deanery (St Wilfrid) – Dereham, Downham Market, Hunstanton, Kings Lynn, Swaffham, Wisbech

We must receive these documents in order to consider your application:

Criteria 1)	copy of statement of SEN naming St Martha's	Attached? YES/NO
Criteria 2) and 4)	copy of child's Baptism Certificate	Attached? YES/NO
Criteria 7)	copy of child's Baptism Certificate	Attached? YES/NO

Name of Parent/Guardian.....**Relationship to child**.....

Signature of Parent/Guardian.....**Date**.....

ALL IN YEAR TRANSFER APPLICATIONS MUST BE MADE TO THE NORFOLK COUNTY COUNCIL ADMISSIONS OFFICE.

Room 7
County Hall
Martineau Lane
Norwich
NR1 2DH

Telephone: 0344 800 8001
Fax: 01603 223722
Email: admissions@norfolk.gov.uk