



# Cardinal Newman Catholic School

*A Catholic School in the Diocese of Arundel and Brighton*

The Upper Drive, Hove, East Sussex BN3 6ND  
 Telephone: 01273 558551 Fax: 01273 508778  
 Email: admissions@cncs.co.uk  
 www.cncs.co.uk

## SUPPLEMENTARY INFORMATION FORM

### For admission in 2025-26

**Important note to Parent/Carer:**

- If you are expressing a preference for a place for your child at this school and wish to apply in connection with one of the faith criteria, you should complete this Supplementary Information Form (SIF).
- If you do not complete the SIF and return it to the school with all supporting documents by the closing date, your child may not be placed in the appropriate faith criterion. This is likely to affect your child's chance of being offered a place.
- For a Year 7 Admission in the normal admissions round for the Year 2025–26, the completed SIF, together with all supporting documents, should be returned to the school by **31 October 2024**.
- For an In-Year Admission in the Year 2025–26, the completed SIF, together with all supporting documents, should be returned to the school as soon as possible.
- If you are applying to more than one Catholic school, you will need to fill out a separate SIF for each school.
- You **must** also complete the local authority Common Application Form (CAF). The SIF is not valid without the CAF.

**Student Details**

**(PLEASE COMPLETE BELOW AND ALL OTHER SECTIONS IN BLOCK CAPITALS)**

Surname

Forenames (in full)

**Student Details (continued)**

Student Date of birth:

Name of current primary school

Student's Home Address

Home Telephone Number

Proposed Date of Admission

**Parent/Carer details**

Name (in full)

Address (if different from student)

Contact telephone number(s)

Email Address

**Brothers/Sisters:** When completing the Local Authority's Common Application Form (CAF), it is important that you provide details of any brothers and sisters who will be attending this school at the proposed time of admission. If this information is not provided on the CAF, the governors may not be able to place the application within the correct criteria. As a 'back-up mechanism', if you would also like to confirm to governors here (**NB this is optional**), that there will be a brother/sister at the school at the time of admission, please list below the Name(s)/Year Group(s) of the brother(s) &/or sister(s):

Name of student: \_\_\_\_\_ Year Group: \_\_\_\_\_

Name of student: \_\_\_\_\_ Year Group: \_\_\_\_\_

Name of student: \_\_\_\_\_ Year Group: \_\_\_\_\_

**Applications for Catholic children - evidence required:**

My child is a Baptised Catholic or has been received into the Church

Yes

No

Date of Baptism

 /  / 

Parish where child baptised:

**Note:** A copy of the Certificate of Baptism/Reception into the Church must be included with this application.**(Additional note: Your Priest is not required to sign this form)****Applications from Catechumens or Candidates for Reception - evidence required:**

If application is being made for a place at the school where the parent/carer is a Catechumen or a Candidate for reception into the Catholic Church, evidence of their being a member of the catechumenate of a Catholic Church or a candidate for reception will be required. Proof of acceptance into the catechumenate, and evidence for a candidate, should be by a confirmatory letter from the appropriate priest. This evidence should be provided at the same time as this form is returned to the school.

If you are applying under this category, please confirm evidence attached

Yes

No

**Applications for children who are members of an Orthodox Church - evidence required:**

If application is being made for a place at the school where the child is a member of an Orthodox Church, evidence of membership will be required. A certificate of Baptism/Reception from the authorities of that Church **or** a letter confirming membership of the applicable Orthodox Church, signed by the appropriate priest, will be required. This should be provided at the same time as this form is returned to the school.

If you are applying under this category, please confirm evidence attached

Yes

No

**Applications for children of other Christian denominations - evidence required:**

If application is being made for a place at the school where the child is a member of another Christian denomination, a certificate of baptism/christening **or** a letter confirming membership of that Christian denomination, and signed by the appropriate minister of religion, will be required. This should be provided at the same time as this form is returned to the school.

If you are applying under this category, please confirm evidence attached

Yes

No

**Applications for children of other faiths - evidence required:**

If application is being made for a place at the school where the child is a member of another faith, a letter confirming membership of that faith, and signed by the appropriate faith leader, will be required. The letter should be provided at the same time as this form is returned to the school.

If you are applying under this category, please confirm evidence attached

Yes

No

**Applications for children with Exceptional and Compelling Needs – evidence required:**

Parents/carers wishing to have an Exceptional or Compelling Need considered with their application (criterion 2 and 6) must submit independent professional evidence which explains clearly why it is essential to attend Cardinal Newman (this evidence should either be addressed to the Admissions Manager and handed into the school office, or alternatively uploaded with this form). For an entry into Year 7 in September 2025, the evidence should be received by the closing date for applications of 31 October 2024. Please refer to *note n.* of the admissions policy.

If you are applying under this category, please confirm evidence attached

Yes

No

**Application Declaration (to be signed by parent/carer)**

Please note, for a valid application, the Common Application Form (CAF) must be returned either online or in paper form to the appropriate Local Authority.

*I have completed and returned (either online or by post) the Local Authority Common Application Form (CAF) to the Local Authority showing **Cardinal Newman Catholic School** as one of my preferred schools.*

Yes  No

*I confirm that I have read and understood the Admissions Policy and that the information I have given on this form is accurate and truthful. I understand that I must notify the school immediately if there is a change to these details and that should any information I have given prove false, the Governors may withdraw any offer of a place, even if the child has already started at the school. (An example of false information would be the use of an address that is not the child's normal residence).*

Signed:

Parent/Carer Signature: \_\_\_\_\_

Print full name Mr/Mrs/Miss/Ms/Dr: \_\_\_\_\_

Date:

**NOTE: This box to be completed ONLY by applicants applying under the Children of Staff criterion**

Surname: \_\_\_\_\_ Forename: \_\_\_\_\_

Date employment commenced at Cardinal Newman: \_\_\_\_\_ Oversubscription Criterion No. applying for: \_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Tel No (Home): \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

I confirm I am a permanent member of staff in accordance with the school's admissions policy:

\* I have been employed at the school for at least two years at the time of application (see *note m.*), and/or

\* I have been recruited to a post at the school for which there is a demonstrable skills shortage

**IMPORTANT CHECKLIST:**

- I have fully completed this Supplementary Information Form
- I have enclosed, where applicable, a copy of:
  - Certificate of Baptism in a Catholic Church (for Catholic applicants) or
  - Certificate of Reception into Full Communion with the Catholic Church (for Catholic applicants)
  - Confirmatory letter from the priest (for applications from Catechumens)
  - Confirmatory letter from the priest (for applications from Candidates for Reception)
  - Certificate of Baptism/Reception or letter from priest (for members of an Orthodox Church)
  - Certificate of Baptism/Christening or Letter from minister of religion confirming membership of other Christian denomination (for members of other Christian denominations)
  - Letter from faith leader confirming membership of other faith (for members of other faiths)

**Additional Note for Catholic applicants:**

The School may request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was baptised or received into the Catholic Church e.g. where the name and address of the church is not on the certificate or where the name of the church does not state whether it is a Catholic church or not. Those who have difficulty obtaining written evidence of baptism or reception into the Catholic Church should contact their parish priest.

**When you have completed this form please return it (together with supporting documentation, if applicable) to: The Admissions Manager at Cardinal Newman Catholic School, The Upper Drive, Hove, East Sussex BN3 6ND. Email: [admissions@cncs.co.uk](mailto:admissions@cncs.co.uk)**

**Reminder:** The closing date for return of this form for a Year 7 place for September 2025 is: **31 October 2024.**

**Note:** The school is committed to protecting the information provided by parents/carers and using it only for the purpose for which it was obtained. For information on the school's Privacy Notice, please look on the school website or contact the school for a hard copy.