



**Blue Coat**  
Church of England School  
& Music College

## Guidance for Completing the Supplementary Information Form (SIF)

**Please ensure you read understand these notes before completing the  
Supplementary Information Form.**

### **General Guidance**

Please ensure you complete all relevant parts of this form only if you are applying for a place at Blue Coat Church of England School and Music College based upon faith criteria. You do not need to complete the form unless you fulfil the criteria as laid out on this form.

Please only complete this form after you have checked whether your place of worship is listed in Appendix 1 of the Admissions Policy for the year you are applying, and that you fulfil the criteria for admissions as laid out in the Admissions Policy with regards to attendance at a place of worship.

### **Section A – About you, your child and the qualifying adult**

Please ensure this section is completed accurately. If the name of the adult whose attendance is being counted alongside the child is different to the parent completing the form, please ensure you add their details in the space provided. Please note that only family members named in the policy can be recognised as qualifying adults. These are: parent, grandparent, aunt, uncle, sibling over 18; or step-parent, step-grandparent, step-aunt, step-uncle or step-sibling over 18.

### **Section B – About your worshipping community**

Please read carefully and follow the instructions on the questions, ticking the correct boxes 'yes' or 'no'. Please refer to the list of places of worship as identified in Appendix 1 of the Admissions Policy in order to check whether your place of worship applies.

Question 3a – please ensure you indicate the major world faith you belong to.

Question 4 – if the child and qualifying adult attend more than one place of worship, please list the details of this place of worship here and ensure that Section E is also completed.

### **Section C – Declaration by parent/carer/guardian**

Please note the following information which is given in more detail in the Admissions Policy and in this guidance:

- The way the frequent participation measure is counted, which defines 'active participation' in the life of the worshipping community as at least 30 weeks of the previous 52 weeks in which the place of worship was fully open for public acts of worship.
- 'Active participation' is further defined as attendance at public acts of worship, religious instruction (including midweek groups) or Sunday School.
- Attendance of the child and qualifying adult(s) must both be considered to meet the requirements for attendance.

Before completing and signing this declaration, please ensure the above criteria are all met. Please note that a positive response must be declared for all three questions for the application to fulfil the necessary criteria.

**Once Sections A-C are completed, please discuss this application formally with your minister or leader and pass this document to them along with the application.**

## **Guidance to be read by minister/official/representative**

You have been asked to sign a declaration agreeing that the named child and qualifying adult(s) are regular attenders at your place of worship and there is active participation of the family as defined by the Admissions Policy of Blue Coat Church of England School and Music College.

**Please can you discuss this application with the family and ensure the information on the form as completed by the parent is correct.**

Please note the following:

- 'Active participation' in the life of the worshipping community is defined as at least 30 weeks of the previous 52 weeks in which the place of worship was fully open for public acts of worship.
- 'Active participation' is further defined as attendance at public acts of worship, religious instruction (including midweek groups) or Sunday School.
- Attendance of the child and qualifying adult(s) must both be considered to meet the requirements for attendance.

You are asked to respond to four statements in Section D (or E) of the SIF. Please note that in order for the application to qualify on faith criteria, all of these statements must be affirmed.

Please complete the details as per the form, clearly writing the contact information as requested. Please note that if there are queries about the application, you may be contacted by the Admissions Team. You are asked to provide some form of identification as listed in Section F of the form, so please ensure this is provided to the applicant.

### **Section F – What the applicant must do next**

Please read the checklist carefully to ensure that all of the parts are completed. Failure to ensure this is followed may result in your application being processed late, or rejected if it is incomplete.

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