



## St. Mary's, Prittlewell, Church of England Primary School

BOSTON AVENUE . SOUTHEND-ON-SEA . ESSEX . SS2 6JH

Headteacher Mrs A Lewis • Chair of Governors Mr S Cronin-Garrod

### 2025/26 RECEPTION INTAKE SUPPLEMENTARY INFORMATION FORM (SIF)

St. Mary's is a two-site school.

Children attend the East Street site for Reception and Year 1,  
then transition over to the Boston Avenue site for Year 2 to Year 6

CHILD'S DETAILS
<b>Child's Surname:</b>
<b>First Name(s):</b>
<b>Date of Birth:</b>
<b>Male/Female:</b>
<b>Child's Home Address*</b> <i>*(Where a child spends part of the week with parents with shared responsibility, the child's home address is defined as the address which is the child's usual place of residence during the majority of the school week)</i>
<b>Address:</b>
<b>Postcode:</b>

Parents must complete a Southend-on-Sea City Council Common Application Form (CAF) for applications to Reception – applications open from 14th September and to be submitted to the council by the deadline 15th January. Pupils cannot be considered under the admission criteria unless an application has been submitted.

Please note that a SIF only needs to be completed if you are applying for a place under categories 4, 5 or 6.

#### Please indicate here the category under which you seek admission for your child (4, 5 or 6):

1. Looked after children and previously looked after children If a Looked After Child, please state Local Authority responsible for the child:	
2. Pupils who have a sibling attending the school If a Sibling, please provide name of child <u>currently</u> attending St. Mary's School:	
3. Pupils who live in the catchment area	
4. Children whose parent(s)/carer(s) are regularly at the heart of worship at St. Mary's Church, Prittlewell (attendance of at least twice a month for at least the past two years prior to the application)	
5. Children whose parent(s)/carer(s) are regularly at the heart of worship of another Anglican Church, or another Christian Church (recognised by "Churches Together" in England or the Evangelical Alliance) (attendance of at least twice a month for at least the past two years)	

6. Children whose parent(s)/carer(s) (i) wish their child to attend a Church of England School and (ii) are committed to the worship (attendance of at least once a month for at least the past year) at St. Mary's, Prittlewell, at another Christian Church or any other world faith (represented on the Interfaith Network)	
7. Pupils of staff at the school	
8. Remaining applications	

## Explanatory Notes

To be considered for admission under categories 4, 5 and 6, the Supplementary Information Form (SIF) must be completed and accompanied by a letter from the incumbent or minister, or from the Church that is supporting the application and must be on official church headed paper. Evidence will be verified by the school. Failure to provide this evidence will result in the application being assigned to another relevant category. The evidence must contain details of the length of time that the parent/s have been members of the congregation and the pattern of attendance of the parent/s at the church.

'Christian Church' means any church which is designated under the Ecumenical Relations Measure nationally by the Archbishop of Canterbury and York or locally by the diocesan bishop, or is a member of Churches Together in England (CTE), or the Evangelical Alliance or a partner church of Affinity.

If you have recently joined a new church; attendance at a former church may be taken into account and a reference should also be included with your Supplementary Information Form.

If you are seeking to have the application considered for a foundation/faith-based place, failure to complete a SIF will mean your application is considered under the next most appropriate criterion.

**I/We the parent(s)/guardian(s) of the above child, apply for his/her entry to St. Mary's, Prittlewell, C of E Primary School and declare the above facts to be true.**

**Signed:** .....

**Parent(s)/Guardian(s)**

**Parent/Guardian Name(s):** .....

**Dated:** .....

