



# GRAYS CONVENT HIGH SCHOOL

## DIOCESE OF BRENTWOOD



### SUPPLEMENTARY INFORMATION FORM 2025/2026 ADMISSIONS FORM

- If you are expressing a preference for an In Year Admissions place for your daughter at Grays Convent High School in Thurrock and wish to apply under a faith criterion, you should complete this Supplementary Information Form.
- The completed Supplementary Information Form, together with all supporting documentation should be returned to **Admissions, Grays Convent High School, College Avenue, Grays RM17 5UX**, by the closing date of 31<sup>st</sup> October 2024.
- If you do not provide the information required in this form and return it to the school, with all supporting documentation, your daughter may not be placed in the appropriate faith category and this is likely to affect your daughter's position on the waiting list.
- Remember – you **must** also complete the Local Authority Online Application Form.

<https://www.thurrock.gov.uk/secondary-school-admissions/applying-for-secondary-school-place>

Name of daughter:	
Address of daughter: (see Note 11)	
Date of Birth of daughter: (Please provide a copy of your daughter's birth certificate)	
Parent/Carer Name: (see note 10)	
Parent/Carer Address: (if different from above)	
Parent/Carer Contact Telephone Numbers and email:	

(Please read the relevant Grays Convent High School Admission Policy, noting in particular any comments on faith criteria, as well as the Thurrock Local Authority Secondary Admissions booklet, before completing this form. **NOTE:** When completing the In Year Supplementary Information Form, it is important that you provide details of any sisters (see note 9) who will be attending the Grays Convent High School at the proposed time of admission. If this information is not provided, the Governing Body of the Grays Convent High School may not be able to place the application within the correct criteria.

## Religious Status of your daughter

Please indicate by placing a tick in the appropriate box – please note that a tick should be indicated in only a single box.

Criteria	Tick Box	Evidence Required <i>Please read the attached notes and ensure you return these with the form</i>
1. Catholic looked after and previously looked after girls (see note 1)	<input type="checkbox"/>	Copy of certificate of Baptism
2. Catholic girls who attend a feeder Catholic primary school, namely, St Thomas of Canterbury Catholic Primary School, Grays; St Joseph's Catholic Primary School, Stanford le Hope; Holy Cross Catholic Primary School, South Ockendon; St Mary's Catholic Primary School, Tilbury (see note 2)	<input type="checkbox"/>	Copy of certificate of Baptism
3. Other Catholic girls (see note 3)	<input type="checkbox"/>	Copy of certificate of Baptism
4. Other looked after and previously looked after (see note 4)	<input type="checkbox"/>	
5. Catechumens (see note 5) and Girls who are Member of an Eastern Christian Denomination (see note 6)	<input type="checkbox"/>	Copy of certificate of acceptance into the Order of Catechumens Copy of certificate of Baptism or Reception into the Church
6. Member of other Christian denomination (see note 7)	<input type="checkbox"/>	Copy of Certificate of Baptism/Christening Letter of confirmation from a Minister or Religious leader of commitment to Christian faith
7. Member of other faith (see note 8)	<input type="checkbox"/>	Letter of confirmation from a Minister or Religious leader of commitment to faith
8. Any other girls	<input type="checkbox"/>	

Sibling Name and Year Group:

The data on this form will only be used within the school admissions system, and will not be divulged to any third party outside the school admissions system in accordance with General Data Protection legislation. Information on this can be seen on our website: <https://www.graysconvent.school/gdpr>

**I confirm that I have read the Admissions Policy of the school and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that, should any information I have given prove to be inaccurate, the Governing Body may withdraw any offer of a place even if the child has already started school.**

Signed: .....

Date: .....

**Have you :**

- Attached a copy of baptism or certificate of reception where applicable;
- Attached a copy certificate of acceptance into the Order of Catechumens where applicable;
- Attached a letter confirming membership of a Christian denomination or other faith;
- Attached a copy of your daughter's birth certificate;
- Completed and returned Thurrock Local Authority's Common Application Form?

## **Notes to help you complete the SIF**

### **1. Catholic Looked After and Previously Looked After**

A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order, or special guardianship order.

### **2. Catholic Attending Catholic Feeder School**

For the purposes of this admission policy, attendance at a feeder primary school includes those who were prevented from attending a feeder school due to oversubscription of Catholics and whose application to attend was unsuccessful, normally evidenced by a letter of rejection from the feeder primary school.

### **3. Evidence of Catholic Baptism**

'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the laws of the Church.

The Governing Body 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, eg 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.

### **4. Other Looked After**

A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order, or special guardianship order

## **5. Evidence for Catechumens**

If application is being made for a place at the school for a catechumen evidence of their being a member of the catechumenate of a Catholic Church will be required. A certificate of reception into the order of catechumens should be provided at the same time as this form is returned to the school.

## **6. Evidence of Membership of an Eastern Christian Church**

If application is being made for a place at the school for a member of an Eastern Christian Church, including Orthodox Churches, evidence of membership will be required. A certificate of baptism or reception from the authorities of that Church should be provided at the same time as this form is returned to the school.

## **7. Member of other Christian Denomination**

“Children of other Christian denominations” means children who belong to other churches and ecclesial communities which, acknowledge God’s revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God’s will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

## **8. Member of other faith**

Children of other faiths means children who are members of a religious community that does not fall within the definition of ‘other Christian denominations’ at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

## **9. ‘Sister’ includes:**

- (i) all natural sisters, or half sisters, adopted sisters, sisters, foster sisters, whether or not they are living at the same address; and
- (ii) the daughter of a parent’s partner where that child for whom the school place is sought lives for at least part of the week in the same family unit at the same address as the applicant.

#### **10. A 'parent'**

means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

#### **11. A child's "home address"**

refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Supplementary Information Form ("SIF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the SIF, provided that the child resides at that address for any part of the school week.

For families of service personnel with a confirmed posting, or crown servants returning from overseas, we will allocate a place in advance of your family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date.