



ST. STEPHEN'S C.E. PRIMARY SCHOOL | UXBRIDGE ROAD, LONDON W12 8LH

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# SUPPLEMENTARY FORM FOR ADMISSION TO ST. STEPHEN'S C.E. PRIMARY SCHOOL IN YEAR SUPPLEMENTARY FORM

Please ensure that you have completed a separate **Coordinated Application Form** from your borough

FOR SCHOOL USE ONLY

DATE OF RECEIPT  
OF APPLICATION



# INTRODUCTION

At St. Stephen's C.E. Primary School we actively seek to develop the creative curriculum giving each child a balanced education, involving the Arts and The National Curriculum.

As a Christian school we aim to foster an ethos that extends to all aspects of the school and beyond the classroom, including behaviour, manners, discipline and (in the best traditions of Christian loving) kindness.

Shepherds Bush is a richly varied area, socially and ethnically, and as a Voluntary-aided Church of England Primary School we are proud to celebrate and reflect this. Confidence in a school comes from knowing and understanding what is happening within.

At St. Stephen's we appreciate that finding the right school for your child is an important decision. I would therefore welcome the chance to meet you informally in order for you to appreciate and experience the atmosphere of the school for yourselves.

If you would like to be shown around the school please contact the school office to make an appointment. Our school tours are most Thursdays and offer parents an opportunity to meet with the Headteacher and ask any questions you may have.

## Ethos & Vision

Through God We Achieve

“Turning your ear to wisdom and applying your heart to understanding”

Proverbs 2:2

## Our Vision

To deliver outstanding education in a caring community, with God at its centre.

## Our Values

**Joy** – We provide a happy and stimulating environment, rooted in Christian values.

**Excellence** – we are a church school committed to the highest standards in everything we do.

**Relationship** – we work hand in hand with our parents and carers, St Stephen's Church and the community.

**Respect** – we enable our children to deepen or realise their own faith and respect the freedom of others in their beliefs.

**Nurture** – our children are cared for spiritually, morally, intellectually, physically, socially and emotionally.

## 1. ABOUT THE CHILD

Child's surname

Child's forename

Gender

Male

Female

Date of Birth  
(DD/MM/YYYY)

/ /

## 2. ABOUT PARENTS/GUARDIANS

Surname of main carer

Please give title

Mrs / Mr / Ms / Rev /Dr

Forename

Full address with postcode  
(original proof of address must be provided.  
Must be no less than 3 months old  
E.g. utility bill or bank statement)

Telephone

Email

Relationship to child

Does the child live with you?

Other parent's/guardian's surname

Please give title

Mrs / Mr / Ms / Rev /Dr

Forename

Full address with postcode

Telephone

Email

Relationship to child

Does the child live with you?

Current Nursery or School

Post Code

### 3. OTHER CHILDREN IN THE FAMILY

Will you have another child who will be attending St. Stephen's at the proposed date of admission? If no, go to section 4.

☐ Yes ☐ No

Name:

D.O.B                      /                      /

Name:

D.O.B                      /                      /

Name:

D.O.B                      /                      /

### 4. SOCIAL/MEDICAL NEEDS

If there are any significant social, medical or personal needs of the child that you would like to be taken into consideration, please describe them here. To help the Governors in their consideration please attach a letter(s) from your social worker, GP or other appropriate qualified person, which states the reason why the child should attend this school and the difficulties that would be caused if another school had to be attended.

Is, or was the child previously, Looked After by a local Authority?

☐ Yes ☐ No

**Christian Churches:** For the purpose of this policy Christian Churches are Churches or chapels or other Christian denominations as recognised by the Churches Together in Britain and Ireland and the Evangelical Alliance.

## 5. CHURCH REFERENCE

Do you currently attend a Christian Church?

☐

Yes

☐

No (go to section 6)

If yes, please complete this section.

If no, please leave blank and go to parent/carer signature

(On last page)

NAME OF  
CHURCH ATTENDED

ADDRESS:

TELEPHONE:

**You must ask your priest/minister to complete the next part of this section.**

(Other evidence, e.g. certificate of Catholic Practice alone is not sufficient)

Does \_\_\_\_\_ **regularly** attend services?

(FULL NAME OF CHILD)

☐

Yes

☐

No

Are the Parents/Carers **regular** church attenders?

☐

Yes

☐

No

*Our definition of "regular" attending an act of worship is a minimum of twice a month for at least two years before*

Signed (parish priest/minister)

Stamp

Name (Block capital)

Date (dd/mm/yyyy)

/

/

**To the best of my knowledge the information given is accurate.**

Signature

(Parent/carer)

Date

### NOTE

**Completed Supplementary Form must be returned to the school office with supporting documents; your child's passport or short birth certificate and a current utility bill. We must see the originals and your utility bill must be no less than 3 months old from date of submission.**

**We will make copies and attach them with your supplementary form.**

**We will not accept your Supplementary Form without the supporting documents or if you email/post them to us. We advise that you hand in your forms to the school office: that way we can ensure that you get a receipt.**

### CHECKLIST

Please make sure you have read the enclosed notes and return this Supplementary Form with the supporting documents listed below:

Evidence of my child's age:  
(Short birth certificate or valid passport)

☐

Proof of residence:  
(current utility bill e.g. gas, water, electricity.  
All less than 3 months old)

☐

In Year Application Form:  
Available from the H&F Website  
To be completed and returned to H&F

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