

## Supplementary Information for Admission for September 2024

### Part A

**Part A must be completed by all parents/legal guardians (please write in block capitals)**

**ALL PAGES OF THIS FORM MUST BE RETURNED TO THE SCHOOL**

Surname of child: \_\_\_\_\_

Christian name(s)/Forename(s): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Parent/Legal Guardian  
telephone number: \_\_\_\_\_

Gender: Male / Female (delete as appropriate)

Church/place of worship attended: \_\_\_\_\_

Address of place of worship: \_\_\_\_\_

Dates attended between: \_\_\_\_\_ Faith/Denomination: \_\_\_\_\_

Name of vicar/minister/priest/pastor/elder/leader of worship: \_\_\_\_\_

Telephone number: \_\_\_\_\_

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

**If you have moved into this parish/place of worship within the last two years (i.e. 2020-2022) or attend more than one church/place of worship, please obtain an additional application form(s) for completion with your previous vicar/leader of worship.**

Name of Parent/Legal Guardian: \_\_\_\_\_

Signed: \_\_\_\_\_

Relationship to child: \_\_\_\_\_ Date of application: \_\_\_\_\_

## Part B

### **Part B must be completed, signed and dated by the leader of worship.**

It is the responsibility of the parent/legal guardian to ask the leader of worship to complete Part B and, if applicable, Part C. Please allow time for this as your leader of worship will need to collect information.

### **Part B1 relates to Christian children and Part B2 relates to Children of Other Faith**

#### **Part B1 – Applications under Christian Faith**

Points are awarded for attendance at Christian public worship. “Christian church” means a church which is designed under the Ecumenical Relations Measure 2018, national by the Archbishop of Canterbury and York or locally by the Diocesan Bishop. This includes:

- Member churches of Churches Together in Britain and Ireland.
- Churches affiliated to the Evangelical Alliance.
- Partner churches of Affinity.
- Churches which are members of the Fellowship of Evangelical Churches.

“**Christian worship**” is defined as attendance at one or more of the following:

- Public worship in church or chapel led by an accredited priest/minister/pastor/elder/lay-reader, outside of the school day. Public worship can be on any day of the week.
- Sunday School.
- Messy Church.
- A church youth group/explorers/pathfinders which includes worship (must be approved by the accredited leader of worship).

**Attendance** at public worship at a Christian church by the child and/or one parent/legal guardian is counted over the period of 5 academic years (September to August), 2018 to 2023. Religious leader to insert number of weekly attendances (Sunday to Saturday) by the child and/or one parent/legal guardian up to a maximum of 39 per year x 5 years maximum (to 31<sup>st</sup> August each year).

**Due to the impact of the COVID-19 pandemic**, attendance at public worship for 2019-20 will only be counted up to 17<sup>th</sup> March 2020. Points will not be awarded for the period from 18<sup>th</sup> March 2020 due to national restrictions imposed on churches and places of worship. The most points awarded for 2019-20 shall be 20. For the avoidance of doubt, whilst we would ordinarily have sought evidence of attendance for the academic year 2020-21, this year will not be counted due to the impact of Covid restrictions. Counting of attendance recommenced on 31<sup>st</sup> October 2021. The maximum points that can be awarded for the year 1<sup>st</sup> September 2021 to 31<sup>st</sup> August 2022 will be 33 to proportionately reflect the reduction in months. These changes are reflected in the attendance points table under section B1.



## The Brian Clarke Church of England Academy Supplementary Information for Admission for September 2024

### Part B1 (continued) – Applications under Christian Faith

<b>Full Name of Child</b>	
<b>Full Name of Parent</b>	

Total Attendance/Points	Child	One Parent/Legal Guardian
<b>2018-19</b> – 1 <sup>st</sup> September 2018 – 31 <sup>st</sup> August 2019 (max 39 each)		
<b>2019-20</b> – 1 <sup>st</sup> September 2019 – 17 <sup>th</sup> March 2020 (max 20 each)		
<b>2020-21</b> – 1 <sup>st</sup> September 2020 – 31 <sup>st</sup> August 2021 (max Zero)	<b>0</b>	<b>0</b>
<b>2021-22</b> – 1 <sup>st</sup> September 2021 – 31 <sup>st</sup> August 2022 (max 33 each)		
<b>2022-23</b> – 1 <sup>st</sup> September 2022 – 31 <sup>st</sup> August 2023 (max 39 each)		

**OFFICE USE ONLY: Total points**

**Complete only where applicable:** I certify that the named church was fully closed due to pandemic restrictions after 30th October 2021 on the occasions indicated:

Date From	Date To

**Complete only where applicable:** I certify that the named church had to limit the number of worshippers at each service during the following periods as a result of Covid and that it was not possible to accommodate the applicant and parent/legal guardian through our attendance procedures on the occasions indicated:

Date From	Date To

**To be signed by the vicar, minister, priest, pastor, elder or superintendent**

I confirm that the attendance stated above is correct

**Signed:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

**Position in Church/Place of worship:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name and Address of Church/Place of worship:** \_\_\_\_\_

Contact Tel No\*\*: \_\_\_\_\_

**\*\* The Admissions Authority will conduct checks by contacting the leaders of worship to ensure the allocation of faith places process is transparent, robust and fair for all**

## The Brian Clarke Church of England Academy Supplementary Application for Admission for September 2024

### Part B2 – Applications under Other World Faiths

<b>Full Name of Child</b>	
<b>Full Name of Parent</b>	

Leader of worship to confirm that the child is a member of the faith.

I confirm that the applicant is a member of the faith:

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

Position in Church/Place of worship: \_\_\_\_\_ Date: \_\_\_\_\_

Name and Address of Church/Place of worship: \_\_\_\_\_

\_\_\_\_\_ Contact Tel No\*\*: \_\_\_\_\_

**Faith: (please tick one box)**

Buddhism    
  Hinduism    
  Islam    
  Judaism    
  Sikhism

**\*\* The Admissions Authority will conduct checks by contacting the leaders of worship to ensure the allocation of faith places process is transparent, robust and fair for all**

### Part C – Exceptional Circumstances (Christian faith applications)

**If not applicable, go to Part D**

If you feel that there are exceptional circumstances that have limited or prevented your child's attendance at public worship with a parent or guardian, please complete and return this section. Further information about exceptional circumstances can be found in the Admissions Policy. If exceptional circumstances do not apply, go to Part D.

If you have completed this section, please submit your application together with any relevant information and/or evidence including, but not limited to:

- medical reports or letters.
- reports or letters from social care professionals.
- statements from clergy or religious leaders setting out attendance with an alternative family member and/or friend.

In this section, exceptional circumstance means:

- a) not of a trivial or moderate nature, such that can be foreseen and be reasonably expected as part of day-to-day life.
- b) must have a substantial detrimental impact on the child's ability to demonstrate a commitment to the faith through attendance at public worship with a parent or guardian.
- c) must be the cause of the limit and/or prevention of attendance at public worship with a parent or guardian; and
- d) must render attendance at public worship with a parent or guardian unachievable.

Exceptional Circumstances	Whether a commitment to the Christian faith would have been demonstrated by attendance at public worship with a parent or guardian, <i>but for</i> the exceptional circumstance.
<p>Please tick</p> <input data-bbox="129 331 193 365" type="checkbox"/>	<p>What is the Exceptional Circumstance? Please tick all relevant options:</p> <p><input data-bbox="331 353 416 387" type="checkbox"/> Serious illness of a parent and/or guardian</p> <p><input data-bbox="331 416 416 450" type="checkbox"/> Death of a parent and/or guardian</p> <p><input data-bbox="331 479 416 512" type="checkbox"/> Serious illness of a sibling and/or close relative requiring care from a parent and/or guardian</p> <p><input data-bbox="331 568 416 602" type="checkbox"/> Other (please specify)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><u>What date did the Exceptional Circumstance occur and/or begin, and if applicable, the date it ended.</u></p> <p>Date of occurrence and/or start date: _____</p> <p>Date the exceptional circumstance ended: _____</p> <p>Is the Exceptional Circumstance ongoing?</p> <p><input data-bbox="336 1120 421 1153" type="checkbox"/> Yes    <input data-bbox="544 1120 628 1153" type="checkbox"/> No</p> <p>Are there any other factors or circumstances limiting and/or preventing attendance at public worship with a parent or guardian?</p> <p><input data-bbox="336 1301 421 1335" type="checkbox"/> Yes    <input data-bbox="544 1301 628 1335" type="checkbox"/> No</p> <p>If 'Yes', please specify:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

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Please set out in as much detail as possible:

- the exceptional circumstance.
- how this has had a detrimental impact on the child’s ability to demonstrate a commitment to the faith through attendance at public worship with a parent or guardian.
- how this has rendered attendance at public worship with a parent or guardian unachievable.
- any alternative attendance at public worship, for example, attendance with family member or friend.

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**Religious leader to sign to attest that the child has previously demonstrated commitment to the faith by attendance at public worship with one parent/legal guardian before the occurrence of the exceptional circumstance**

**Religious leader to sign:**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position in Place of Worship: \_\_\_\_\_

Name of Place of Worship: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**NOTE: ALL PARENTS/LEGAL GUARDIANS MUST SIGN PART D**

**Part D – To be completed by all parents/legal guardians**

I apply for a place for my child at The Brian Clarke Church of England Academy for September 2024. I confirm that all parts of this form have been checked for accuracy:

Name of parent/legal guardian: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Address and postcode \_\_\_\_\_  
\_\_\_\_\_

Please name any siblings attending the Brian Clarke Church of England Academy on 1<sup>st</sup> September 2024 (please refer to the Admissions Policy Definitions) \_\_\_\_\_  
\_\_\_\_\_

Daytime telephone contact number: \_\_\_\_\_

Email(s) of parent(s)/legal guardian(s): \_\_\_\_\_

**It is the parent / carer's responsibility, when all relevant parts have been completed, to send ALL 8 PAGES of this form to the address below. Incomplete forms will not be accepted. Forms must be received by the school by the closing date of 31<sup>st</sup> October 2023 to be considered as on time applications. Receipts will be confirmed by email and it is the parent / carer's responsibility to ensure that they receive this acknowledgement.**

**Form to be returned to:**

**The Admissions Secretary  
The Brian Clarke Church of England Academy  
Bloom Street  
Oldham  
OL9 6EF**

**OFFICE USE ONLY**

**Exceptional Circumstances Review**

**Circumstances upheld / denied (delete as applicable):**

**Reason for outcome (relevance in accordance with the terms of the policy):**

**Additional points granted (if applicable):**

**Reviewed by:**

**Review date:**



THE  
**BRIAN CLARKE**  
CHURCH OF ENGLAND ACADEMY