



Hampden Gurney

Church of England Primary School

GENERAL INTAKE SUPPLEMENTARY INFORMATION FORM ACADEMIC YEAR 2020-2021

Admissions Policy

WAITING LISTS: in order to be considered for the school, parents should complete the school's Supplementary Information Form (SIF – which follows on from this document).

Or please email: admin@hampdengurney.co.uk and a form will be emailed to you.

(Note: we do not accept emailed applications). **School does not keep 'Nursery Class Waiting List'.**

Completion of the SIF is no guarantee of admission. Your child's name will be added to the appropriate waiting list year group, based on the date of birth supplied. At the end of each school year, waiting lists are automatically moved up a year. IF THERE IS A CHANGE IN ANY DETAIL YOU HAVE GIVEN US, PLEASE LET US KNOW WITHOUT DELAY.

As a voluntary aided Church of England school, Hampden Gurney provides an education based on Christian principles and has close links with its parish church, The Annunciation, Bryanston St, London W1H 7AH. It is expected that all children take part in the life of the school, including the daily act of Christian worship and religious education lessons. This does not remove the right that parents have to request that their child, or children, be withdrawn from these activities.

For those applying under priorities 2, 3, 4 and 5, please complete the SIF (which follows from this Policy) so that the Governors' Admissions Committee may consider the application fully.

Education, Health and Care Plans

Children with a Statement of Special Educational Need or with an Education, Health and Care (EHC) plan naming this School will always be offered places if they are available.

ADMISSION CRITERIA

Where there are more applicants than places, Governors of the school will allocate places in accordance with the following order of priority:

1. Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order.

*Note: By a "looked-after child" we mean one in the care of a UK local authority or being provided with accommodation by a UK local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion should be accompanied by evidence to show that the child is looked after or was previously.

2. Baptised children of Church of England families who attend the Parish Church of The Annunciation.

3. Baptised children of Church of England families who attend another Church of England Church.

4. Baptised children of other Christian communions.

These Christian communions are members of Churches Together in Britain and Ireland. (Churches Together in Britain and Ireland is the successor body to the British Council of Churches, and co-ordinates the work of the four nations.) Details of these churches may be found by following the link from the school's website.

5. Baptised children of families who currently attend a Church of England church but **cannot show evidence of 3 years' attendance, 26 times per year until the date of the application.**

6. All other children.

For children to be considered on the basis of priorities 2, 3 and 4 it must be shown that:

- a. such child has attended their place of worship with their parent/guardian **at least 26 weeks per year**, for a **full three** years, two years for Nursery applications, prior to the closing date on your application form.
- b. at least one parent/guardian has been a communicant member of such place of worship and/or registered on such place of worship's electoral roll for this 3-year period.

The Religious Attendance Details section of the SIF must be completed by the Vicar/Priest/Minister/Religious Leader to confirm this. **A copy of your child's baptism/dedication/other certificate must also be provided with your application.**

If the child has attended, or is attending, a second place of worship with their parent/guardian during the 3-year period prior to date of your application, then you are invited to provide evidence of other church attendance. You can do so by passing the Supplementary Information Form (SIF) to the minister of your second place of worship to complete the "2nd Religious Attendance Details" section of the SIF.

For a child to be considered under Criterion 2, it must be shown that both a. and b. above are wholly satisfied with the Annunciation as the place of worship.

Attendance at a Church of England church, including the Annunciation, for less than 3 years will be aggregated with attendance at their previous church. If the previous church is a member of the Anglican Communion the child will be considered under criterion 3. If the previous church is a member of Churches together in Britain and Ireland the child will be considered under criterion 4.

TIE-BREAKER

In the event of over-subscription in any of the above criteria, priority will be given to:

FIRST: Children with siblings already on the roll of the school who will still be in the school at the time the applicant is admitted. This includes half-brothers or half-sisters, adopted brothers or sisters, step-brothers or step-sisters or the children of the partner of the parent or carer, provided they live at the same address as the applicant. Please note sibling priority only applies to children with sibling(s) at the school in Reception to Year 6 at the time of admission. Nursery is not included.

SECOND: Children living closest to the school. Where the order of priority is otherwise equal, preference will be given to a child who lives the shortest distance from the school. Home address is defined as the address at which the child resides for 50% or more of the school week. Distances are measured by a straight line from the address seed point (determined by Ordnance Survey data) of the child's home address to the main school gate for pupils, as measured by the Local Authority's computerised measuring system. Where it is necessary to differentiate between applicants living in flats using the same street entrance, priority will be given to the applicant(s) living closest to the ground floor and then by ascending flat number order. Where it is necessary to further differentiate between applicants living the same distance from the school, priority will be decided by random allocation.

(Hampden Gurney School and Westminster City Council reserve the right to check any details provided by applicants. Please note: the address of another family member or a work address is not acceptable. Any attempt to mislead the School or Westminster City Council may result in the withdrawal of the offer of a place.)



Hampden Gurney

Church of England Primary School

GENERAL INTAKE SUPPLEMENTARY INFORMATION FORM (SIF) ACADEMIC YEAR 2020-2021

- Before completing this form, please read the school’s Admission Policy document, attached to the front of this SIF.
- PLEASE PRINT CLEARLY IN BLOCK CAPITALS and complete the CHECKLIST at the end of the form.

FOR THOSE APPLYING UNDER CRITERIA 2, 3, 4 and 5.

* Please pass this form to your minister, who completes the section under Religious Attendance Details. **THE FORM SHOULD BE RETURNED TO PARENTS/GUARDIANS SO THEY CAN FILL IN THE CHECKLIST TO ENSURE ALL DOCUMENTS ARE ENCLOSED.**

INCOMPLETE FORMS WILL NOT BE PROCESSED.

* If the child has attended, or is attending, a second place of worship with their parent/guardian during the 3-year period prior to the date on the application, then you are invited to provide evidence of other church attendance. You can do so by passing the Supplementary Information Form (SIF) to the minister of your second place of worship to complete the “2nd Religious Attendance Details” section of the SIF.

Child’s Surname..... Child’s Forename.....

Date of Birth...../...../.....Male / Female (delete as appropriate)

Address.....Postcode

Telephone: EMAIL:

Your Local Authority.....

Current or most recent school attended:

Looked after child, or previously looked after child (Criterion 1): YES/NO (delete as applicable)
(If Yes, please supply supporting documentation).

Sibling(s) who attend(s) Hampden Gurney YES/NO (delete as applicable).

Name of Sibling(s) at Hampden Gurney and Class Year(s):

.....



Head Teacher Mrs Evelyn Chua, B.Ed.M.Mus Nutford Place London W1H 5HA Tel. 02077237482

email: admin@hampdengurney.co.uk web: www.hampdengurneyschool.co.uk

Children with siblings already on the roll of the school who will still be in the school at the time the applicant is admitted. This includes half-brothers or half-sisters, adopted brothers or sisters, step-brothers or step-sisters or the children of the partner of the parent or carer, provided they live at the same address as the applicant. Please note sibling priority only applies to children with sibling(s) at the school in Reception to Year 6 at the time of admission in September. Nursery is not included.

I declare that the information given on this form is correct and accurate.

Parent/Guardian signature: _____ **Date:** _____

Please print names of Parents and Guardians:

(Hampden Gurney School and Westminster City Council reserve the right to check any details provided on this form. Please note: the address of another family member or a work address is not acceptable. Any attempt to mislead the School or Westminster City Council may result in the withdrawal of the offer of a place. We ask that you supply a copy of your child's baptism or dedication certificate.)



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Church of England Primary School

RELIGIOUS ATTENDANCE DETAILS - SIF

(To be completed by Vicar/Priest/Minister/Religious Leader)

RELIGIOUS PLACE OF WORSHIP:Denomination.....

Address: Postcode:

Child's name: Parent's name:

For children to be considered on the basis of priorities 2, 3 and 4 as set out in our Admission Policy document, it must be shown that both a) and b) criteria are met:

a. such child has attended their place of worship with their parent/guardian/ **at least 26 weeks per year**, for a **full three years**, prior to the closing date for applications.

b. at least one parent/guardian has been a communicant member of such place of worship and/or registered on such place of worship's electoral roll for this 3-year period.

1. Is this place of worship a member of the <i>Churches Together in Britain & Ireland</i> ?	Yes / No (delete as applicable)
2A. Has the above child attended the above place of worship with their parent/guardian for a full 3-year prior to date on this application? <p style="text-align: center;">YES / NO (delete as applicable)</p>	YES - (Also answer 2B, 2C and 4) NO - (Go to 3 and also 4)
2B. How many times PER YEAR have they attended church? Year: _____ Year: _____ Year: _____	Number of times: PER YEAR: _____ PER YEAR: _____ PER YEAR: _____
2C. If required, is the church able to show evidence of attendance?	YES/ NO (delete as applicable)
3. If the family has not attended for 3 full years , i.e. from January 16, 2018, please fill in the period attended. And if the family's frequency is less than 26 times a year, please indicate attendance during this period. (A) Period attended: From: _____ To: _____	
(B) How many times have they attended church since the first occasion?	Number of times: _____
4. I confirm that at least one parent/guardian of the above child has been for the Period stated in either 2 or 3:	
A communicant member of the above place of worship?	Yes / No (delete as applicable)
Registered on the above place of worship's electoral roll?	Yes / No (delete as applicable)

Signed Dated: Print Name

(We ask that ministers put their official stamps against their signatures or please attach a letterhead)





Hampden Gurney

Church of England Primary School

2ND/ OTHER RELIGIOUS ATTENDANCE DETAILS SIF

(To be completed by Vicar/Priest/Minister/Religious Leader)

RELIGIOUS PLACE OF WORSHIP:Denomination.....

Address: Postcode:

Child's name: Parent's name:

For children to be considered on the basis of priorities 2, 3 and 4 as set out in our Admission Policy document, it must be shown that both a) and b) criteria are met:

a. such child has attended their place of worship with their parent/guardian/ **at least 26 weeks per year**, for a **full three years**, prior to the closing date for applications.

b. at least one parent/guardian has been a communicant member of such place of worship and/or registered on such place of worship's electoral roll for this 3-year period.

1. Is this place of worship a member of the <i>Churches Together in Britain & Ireland</i> ?	Yes / No (delete as applicable)
2A. Has the above child attended the above place of worship with their parent/guardian for a full 3-year prior to date on this application? YES / NO (delete as applicable)	YES - (Also answer 2B, 2C and 4) NO - (Go to 3 and also 4)
2B. How many times PER YEAR have they attended church? Year: _____ Year: _____ Year: _____	Number of times: PER YEAR: _____ PER YEAR: _____ PER YEAR: _____
2C. If required, is the church able to show evidence of attendance?	YES/ NO (delete as applicable)
3. If the family has not attended for 3 full years , i.e. from January 16, 2018, please fill in the period attended. And if the family's frequency is less than 26 times a year, please indicate attendance during this period. (A) Period attended From: _____ To: _____	
(B) How many times have they attended church since the first occasion?	Number of times: _____
4. I confirm that at least one parent/guardian of the above child has been for the Period stated in either 2 or 3:	
A communicant member of the above place of worship?	Yes / No (delete as applicable)
Registered on the above place of worship's electoral roll?	Yes / No (delete as applicable)

Signed Dated: Print Name

(We ask that ministers put their official stamps against their signatures or please attach a letterhead)



CHECKLIST - Parent(s)/Guardian(s) please complete before submitting your Application.
Please ensure one box is ticked in every section, 1-5.

1. COPY of Baptism/Dedication/Other Certificate Enclosed:

YES

NOT APPLICABLE †

2. RELIGIOUS ATTENDANCE DETAILS:

Signed by Minister: YES

NOT APPLICABLE

3. 2ND RELIGIOUS ATTENDANCE DETAILS:

To be completed by Minister if the child has attended a second place of worship with their parent/guardian during the 3-year period prior to the date of this application.

Signed by Minister: YES

NOT APPLICABLE

4. For a looked after child or previously looked after child, supporting documentation enclosed:

YES

NOT APPLICABLE

Please return your completed SIF and enclosures, to:
The Admissions Officer
HAMPDEN GURNEY PRIMARY SCHOOL
13 NUTFORD PLACE
London W1H 5HA



ADDENDUM

**VARIATION TO THE SUPPLEMENTARY
INFORMATION FORM 2021/2022**

“For the year preceding applications for 2021 in January 2021 the number of attendances required to meet the criteria will reflect pro-rata when the church or other places of worship have been closed and therefore reduced accordingly.

For example: if the Church that you attend has been closed for 6 months, we would expect 13 attendances.”

**PLEASE ENSURE THAT THE VICAR/PRIEST/
MINISTER/RELIGIOUS LEADER FILLING IN YOUR
RELIGIOUS ATTENDANCE DETAILS CONFIRMS WHEN
YOUR PLACE OF WORSHIP WAS CLOSED**