



## SUPPLEMENTARY INFORMATION FORM FOR ADMISSION IN SEPTEMBER 2025-2026

Please note that this is not an application form. Application to Richard Taylor Church of England Primary School is made by the Common Application Form (CAF). Please note that this form is in ADDITION to the (CAF).

This form requests information relating to the oversubscription criteria at Richard Taylor Church of England Primary School. It will only be used to determine the allocation of places if the school is over subscribed.

We therefore recommend you complete this SIF and return it to Richard Taylor Church of England Primary School. It will be used as the basis for decision making by the Governors' Admissions Sub-Committee. Decisions on admissions policy will not take into account the child's ability or aptitude in allocating places.

This form is linked to the Governors' policy on Admissions.

### Details of Child

Christian/First Names		Surname	
Home address at time of application		Home Tel	
		Parental Mobile No	
Post Code			
Parental Email address		DOB	

<b>For Office Use Only:</b>		Date Received		
Priest/Ministers signature:				
SEN	Looked After	Sibling	Staff	
Social/Medical	Community	Other Faith	Distance	
		Recorded	Withdrawn	

**On what basis are you applying for a place at Richard Taylor Church of England Primary School:-**  
 (You may apply for consideration under more than one criteria)

**Do you wish your child to be considered on social or medical grounds?**

(See Priority 3 Admissions Policy)

Yes  No

**Are you applying for a Foundation Place?**

(See Priority 4 Admissions Policy)

Yes  No

Name of church/place of worship:

Denomination of church:

Church attendance is measured by the category which best defines the average church attendance of the family for the **three year period** immediately before the date of application. Please note that family church attendance is defined as one parent or legal guardian who attends with the child.

<b>In the last three years how frequently has your family attended a place of worship in the religious tradition?</b>	
Weekly*	
2/3 times monthly	
Monthly	

**\*Weekly indicates every week except for sickness and family holidays and would usually therefore be in excess of 40 weeks in the year.**

**The impact of irregular shift patterns will be taken into consideration if supporting evidence is provided. The definition of each category is contained in the school admission policy.**

**Please Note:-** In the event that during the period specified for attendance at worship the church or, in relation to those of other faiths, relevant place of worship has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or in relation to those of other faiths, relevant place of worship or alternative premises have been available for public worship.

**Priest or Minister's signature confirming the above**  
*(Please be aware that the Governors will not be able to consider your application for a Foundation Place without a Church Leaders signature)*

.....  
**Name/Position**

.....  
**Dated**

**Name and Address of Place of Worship:**

.....  
 .....  
 .....  
 .....

**Parish / Church official stamp if available:**

**Is a parent of the child a member of staff at Richard Taylor Church of England Primary School?**

(See Priority 5 Admissions Policy)

Yes

No

**Any Additional Information that you wish to supply:**

I/We confirm this application to be accurate at the time of writing.

**Name of parent/guardian**.....**Signed** .....

**Name of parent/guardian**.....**Signed** .....

**Date** .....

This form is made available to the Appeals Panel in the case of any appeal against non-admission. In all other respects the information given is treated in confidence. **If you have any difficulty completing the form please do not hesitate to contact the Headteacher or the Admissions Team at the school.**

Please return this form to: Admissions Team  
Richard Taylor Church of England Primary School  
Bilton Lane  
Harrogate  
HG1 3DT  
**Closing Date: 15<sup>th</sup> January 2025**

**Please get in touch with the Admissions Team at school if you have any queries or would like any clarification about this process.**

YCST is the Data Controller for the purposes of the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679) and all information provided is held and controlled strictly in accordance with GDPR. Further information can be found in the Trust's GDPR Privacy Notice which is available on the Trust and School Websites and from school offices. Further information on data protection and GDPR can be found on the Information Commissioner's Office Website at <https://ico.org.uk/>

Part of Yorkshire Causeway Schools Trust, a charitable company limited by guarantee registered in England and Wales with company number: 07663935