

School office stamp

Why you should fill in this form

If you want to apply for an in-year place at either St Margaret's or William Ford Church of England Schools (under the faith criterion), please return this form along with any documents we ask you to send us. We set out our admissions criteria for our Church of England schools within the 'Finding a school place – Issue 1' admission e-booklet, which is available on our website.

What you need to do

1. The **In-year common application form' (ICAF)**

Section A (T b d b a ca)

Name of school you are applying to:

Child's legal last name:

Child's legal first name:

Date of birth: Day Month Year Sex: Male Female Year group:

Borough you live in:

Home address

Parent's or carer's full name:

s or carParental involvement in the life and work of the church

Notes

If you have joined your church in the last 12 months, please comment on any previous church commitments.
(for example, the role or involvement you had with a previous church)

Your signature: Date:

Documents we need, as listed on pages 7 to 8 of the 'The Finding a school place – Issue 1' booklet.

You should return this form by the together with the documents below to the relevant school (address details below). We must see original documents with this form, not copies. Please also bring photocopies of all these documents with you for the school to keep. Please remember to keep photocopies of all the forms you have sent in for your records.

- The child's birth certificate
- Proof of the child's identity and address
- Proof of the parent's or carer's address

If appropriate you should now pass this form to your minister who should fill in section B of this form. They may hand the form back to you or you may give them a stamped envelope with the school's address on it, so they can send the reference back to the relevant school.

Section B (T b d a d d b a)

Important note: The governors, along with the Chelmsford Diocesan Council for Education and Training, would be grateful for your help as we are looking for information about the church background of this family. Please confirm their commitment and involvement by answering the questions set out below and adding any other comments you may consider appropriate. However, please remember that we cannot treat the reference as confidential.

Is your church a member of Churches Together in England or the Evangelical Alliance? Yes No

Name of minister:

Church:

Church address:

Can you confirm the statements the parent or carer has made about their family's attendance at church?

Yes No If 'No', please say why not

Your signature: Office held: Date:

Remember you will need to use one SIF form for each child for each faith school.

You or the minister should return the filled in SIF to the admissions officer of the relevant Church of England school (address details below) with the above documents as soon as possible.

St Margaret's Church of England Primary School,
Admissions Officer,
15-19 North Street,
Barking,
Essex IG11 8AS

William Ford Church of England Junior School,
Admissions Officer,
Ford Road,
Dagenham,
Essex RM10 9JS

