



# St Mary's CE High School

*'Everyone is equal; everyone deserves the best'*

## Supplementary Information Form

*Refer to school Admissions Policy when completing this form*

### 2025/2026



# St Mary's CE High School

Lieutenant Ellis Way, Cheshunt, Herts, EN7 5FB

Telephone: 01992 629124

## SUPPLEMENTARY INFORMATION FORM (SIF)

**THIS FORM IS AVAILABLE IN LARGE PRINT IF NEEDED – TELEPHONE 01992 629124**

Please read the School Admission Policy before completing this form. The criteria for admission are printed with the School Prospectus. In addition to completing this form you MUST also complete the school admissions form issued by Hertfordshire County Council. Only applicants who have completed both forms can be considered for all the admission criteria.

Child's Surname: \_\_\_\_\_

Child's First Name(s): \_\_\_\_\_

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

Post Code: \_\_\_\_\_

Email contact address: \_\_\_\_\_

Telephone No. (home): \_\_\_\_\_

Telephone No.(work): \_\_\_\_\_  
mother/father/carer

Child's Date of Birth: \_\_\_\_\_

Full Name of Parent(s)/Carer(s)/Legal Guardian(s):

1. \_\_\_\_\_ Contact No. \_\_\_\_\_

2. \_\_\_\_\_ Contact No. \_\_\_\_\_

Signature of person completing the form: \_\_\_\_\_

All applications made on this form will be acknowledged. Please keep the acknowledgement in a safe place as you may need it for future reference.

On the following pages please give all of your reasons for wanting a place at St Mary's CE High School for your child. This information will be used to allocate places should there be more applications than there are places available. Please tick where the criteria apply and complete any questions that follow.

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### **This section is FOR SCHOOL USE ONLY**

Date Received: \_\_\_\_\_ Date Acknowledgement sent: \_\_\_\_\_

Admission Categories confirmed: \_\_\_\_\_

Governor notes:

## The Over-subscription Criteria for Admission to St Mary's CE High School

Before any other children are admitted, children with an Education, Health and Care plan naming St Mary's CE High School will be admitted. Rule 1 and 2 then will be considered. Children will then be admitted under the following ordered criteria:

Please tick in the box that describes the criteria under which you are applying		Tick ✓
	<b>Children with an Education, Health and Care plan that names the School will be admitted</b>	
1.	<b>RULE 1: Looked After Children (LAC)</b> and all previously looked after children, including those who appear (to the Governing Body) to have been in state care outside England (IAPLAC) and ceased to be in state care as a result of being adopted. The School uses HCCs published definition for this criterion, as set out in Note A at the end of this document.	
2	<b>RULE 2: Children for whom it can be demonstrated that they have an exceptional medical or social need to go to the school.</b> Clear evidence+ must be provided which clearly demonstrates why St Mary's CE High School is the only school that can meet the child's exceptional need. This evidence will be reviewed by the Governors' Admissions committee and clarification sought if necessary. <i>* Evidence needed – recent independent objective evidence, for example from a doctor, psychologist, social worker or other professional involved with your child. Professional evidence that outlines the child's circumstances, making clear why only St Mary's CE High School can meet your child's exceptional medical or social need.</i>	
3.	<b>Children of permanent staff employed by the School.</b> Priority will be given to children of staff employed by St Mary's in either or both of the following circumstances: where the member of staff has been employed by the School for two years or more at the time at which the application to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage <i>Note: for the purposes of this policy a 'child' is defined as a biological or legally adopted child of the staff member making the application.</i>	
4.	<b>Children who have a sibling (brother or sister) in Years 7 to 12 at the School at the time of application.</b> The School uses HCCs published definition for this criterion, as set out in Note A at the end of this document. <i>Note: The School will admit over PAN where to not do this would mean twins or multiple births could not be admitted together.</i>	
5.	<b>Regular worship at a Christian Church.</b> Parents/Carers or children who regularly worship at an Anglican Church or another Christian denomination and whose attendance is verified by their minister. Regular worship means the child or at least one of the child's parents attends public worship at least once a month and has attended for at least the past two years at the closing date for applications. A Christian Church is a recognised Anglican Church or another Christian denomination which is a member of Churches Together in Britain & Ireland, the Evangelical Alliance or Affinity.  Name of Vicar/Minister: ..... Signature: ..... Name of Church Attended: ..... Address/Tel No/email of Church: ..... .....	
6.	<b>Membership of a mainstream non-Christian faith</b> Children or parents/carers whose membership of a non-Christian faith community for at least the last two years immediately prior to the closing date for applications is confirmed by their faith leader.	
7.	<b>Church Primary School</b> Children who attend a Church of England or Roman Catholic Primary School. The child must be on the roll of the Church Primary School at the closing date for receipt of applications.	
8.	<b>Children whose home address is within the ecclesiastical parish boundaries of:</b> <b>St Mary the Virgin, Cheshunt; St Clements, Turnford; St James, Goffs Oak; Christ Church, Waltham Cross</b> <i>The boundary identifying map can be found using <a href="http://www.achurchnearyou.com/parishfinder.php">www.achurchnearyou.com/parishfinder.php</a> and entering your postcode</i>	
9.	<b>Other applicants</b>	

In the event of a tie breaker, where two children live equidistant from the School random allocation will be used which will be overseen by an independent person to ensure fairness.

If you need help to complete the application form, please contact the Admissions Officer on (01992 629124)  
Advice is also available for general help concerning admissions from the County Council. Contact can be made using the telephone numbers given on their website.