

## Guidance Notes for Parents/Carers – Year 7 September 2024

Please read very carefully the relevant Admissions Policy, which is on our school website before filling in any part of the online Supplementary Form.

1. Please meet with the two authorised representatives from your Church/Place of Worship before completing the online Supplementary form. Please look at the current Admissions Policy very carefully to help you decide into which group you and/or your child fits as it will form the basis of your reference.
2. You can access the online Supplementary Application Form on our school website. There are mandatory sections that must be completed to enable you to progress the form. You will receive an automatic email response once it has been submitted together with a Church/Place of Worship reference which you must complete and then take to your Church/Place of Worship for their two signatures.
3. If you attend more than one Church/Place of Worship or have changed Church/Place of Worship in the last 3 years then we also ask that you contact two authorised representatives from each as we will be asking for verification from all. We do not need church/place of worship references outside of this 3 year period.
4. The home address is the address is the permanent place of residence of child and Parent/Carer. Bristol will not accept more than one address as the child's home address. Where a child regularly lives at more than one address the Local Authority will have to reach a conclusion about which should be counted as the main address when allocating places, taking relevant evidence into account. Normally this will be the address where the child is registered with a medical GP. Where parents or carers are living separately and do not agree on the child's home address, they are urged to reach an agreement. If this does not happen evidence may be required by providing court documents or other legally binding documentation such a sworn affidavit confirming where the child resides for the majority of the school week. Where satisfactory evidence cannot be provided Bristol Local Authority will determine the address be used for allocating a school place.
5. The online Supplementary Form must reach St Mary Redcliffe and Temple School by the 31 October 2023. Failure to do so will jeopardise an offer of a possible place for your child.
6. You must also complete the Local Authority's Common Application Form and it must reach your Local Authority on or before this same date, 31 October 2023.
7. Faith-based applicants must complete both forms, even if there are siblings in the school, and return them to their correct destinations by the closing date.

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.

### **The Value of Worship at St Mary Redcliffe and Temple School**

Worship helps cement our ethos. It binds us together, whether we are in our tutor rooms, in assembly or in church. We try to make our worship as inclusive as possible as we know we have students and families from many faiths and of none. We are a Christian school and this is reflected in the language that we use and we have more services than in community schools. If joining in the school's worship presents a problem for your family you may wish to consider whether you should apply for a place at this school. If you are not sure what all this means, we encourage you to talk it through in advance with a school representative.

## Guidance notes for Church or other Place of Worship Representatives

Please read these guidance notes very carefully before agreeing with the level of involvement of the Parent/Carer and/or Child in your Church/Place of Worship.

1. It is hoped that the Parent/Carer has already made an appointment with two authorised representatives from your Church/Place of Worship before they complete and submit the online Supplementary Form.
2. Once the school has received the Supplementary Form from parent/carer we will email them a reference form. The family are responsible for getting this form to you and we ask both representatives to verify the years attended and attendance per month which the family will have populated.
3. We require the signature of two people who hold a position of responsibility in your Church/Place of Worship but who must not be related in any way to the Parent/Carer and/or the child.
4. To help you decide into which group the applicant fits, descriptions of the groups are printed below. Please note where a Parent/Carer has indicated more than one Church/Place of Worship on the Supplementary Form, you make your decision about which group they should be placed based solely on frequency of attendance at your Church/Place of Worship.

Group 1: The child is a member of Group 1 if the Parent/Carer\* and/or the child are very regular worshippers. This means normal attendance for worship at a Church/Place of Worship\* is three or more times a month for a minimum of the last three years.

Group 2: The child is a member of Group 2 if the Parent/Carer\* and/or the child are regular worshippers. This means normal attendance for worship at a Church/Place of Worship\* is two or more times a month for a minimum of the last two years.

Group 3: The child is a member of Group 3 if the Parent/Carer\* and/or the child are occasional worshippers. This means normal attendance for worship at a Church/Place of Worship\* is a minimum of four times in the past year.

'Worship' in the above includes Sunday services, weekday services, Sunday School or other faith development groups on a Sunday or any other day. It does not include worship during normal school activities.

'Minimum of years': Parents/Carers\* should calculate the minimum number of years' attendance as including the period up to the day before the specified closing date for submission of the Supplementary Form.

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.

5. Please remind Parent/Carers to return the completed and signed reference form to the school as soon as possible.

Thank you very much for your help and time in this process.