



**Supplementary Information Form** for admission to  
**Our Lady Queen of Heaven RC Primary School**  
in the academic year **2023/2024**



When applying for a place at **Our Lady Queen of Heaven School**, please make an appointment to see the Parish Priest of the Parish you usually attend. Please bring this form with Part 1 completed and signed. The Parish Priest will complete his reference and either forward the form to the school or return the form to you. If you have recently moved to a parish, you should also contact your last parish to obtain the reference to demonstrate two or more years of practice (please ask for an additional form if needed). You should then return the form to the school office together with your child's **Baptism Certificate and proof of address**. If you are not a Catholic, please hand the form to your minister or equivalent who will add his or her reference in Part 3.

NB. **For Reception Admissions, you must also complete a Common Application Form** from your home Local Authority. Wandsworth residents can complete this online at [www.wandsworth.gov.uk](http://www.wandsworth.gov.uk) or obtain a paper form from the Council's Pupil Services team. For In Year admissions The Common Application Form is available from the school or Council's Pupil Services team, or if your child is already in a Wandsworth school, a school transfer form is available from your current school.

**PART 1 (To be completed by all parents or carers)**

School to which you are applying: \_\_\_\_\_

Address of school: \_\_\_\_\_

Surname of child: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Christian/forename(s) of child: \_\_\_\_\_

Religion/Denomination of child: (eg Roman Catholic) \_\_\_\_\_ Boy ☐ Girl ☐

Date and place of Baptism (if applicable): \_\_\_\_\_

Parents' names: \_\_\_\_\_

Parents' religions/denominations: \_\_\_\_\_

Home address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Contact telephone numbers: \_\_\_\_\_ (Mother/Father/Carer)

If **Catholic**, indicate which Mass you normally attend: Saturday at \_\_\_\_\_ (time) or Sunday at \_\_\_\_\_ (time)

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

**Parish in which you live** (eg Our Lady & St Peter, Wimbledon Common) \_\_\_\_\_

Usual place of worship (if different): \_\_\_\_\_

How long have you worshipped there? \_\_\_\_\_ years. If you have recently moved to the parish please give details of your previous parish \_\_\_\_\_

How often do you attend Mass? Weekly ☐ once or twice a month ☐ less often ☐  
**(please refer to COVID 19 Addendum)**

Details of siblings:

If your child already has an older brother or sister attending Our Lady Queen of Heaven School, who will still be on Roll in September 2023 please give details below:

Please add here any other information you may feel is relevant to this application in relation to the school's admissions policy in respect of exceptional medical, social or pastoral needs of your child that make only this school suitable for them. Strong and relevant evidence must be provided by an appropriate professional authority (eg. qualified medical practitioner, education welfare officer, social worker or priest). (Continue on a separate sheet if necessary)

I confirm that the information we have given on this form is accurate and truthful:

Signed: \_\_\_\_\_<sup>1</sup> Parent/ Carer Date: \_\_\_\_\_



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**PART 2 ( To be completed by Catholic priests only)**

**Please refer to the addendum taking into account COVID 19**

I am satisfied that the child is a baptised Roman Catholic  
or a baptised member of a church that is in full communion with Rome Yes ☐ No ☐

If no are the parents/child enrolled in a RCIA/RCIC programme? Yes ☐ No ☐

Is this family known to you? Yes ☐ No ☐

How long have the family attended your church?

More than 2 years? Yes ☐ No ☐

If less than 2 years, how long?

Please indicate which statement best describes the practice of the family:

Regular attendance at Mass ☐  
(i.e. weekly)

Occasional attendance at Mass ☐  
(i.e. once or twice a month)

Irregular attendance at Mass ☐  
(i.e. less than once a month)

Please comment, if appropriate, **only** to clarify the Mass attendance above:

Priest's name: \_\_\_\_\_ Parish (or ethnic chaplaincy): \_\_\_\_\_

Address: \_\_\_\_\_ Tel.: \_\_\_\_\_

Parish stamp or seal

Priest's signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PART 3 (To be completed only by ministers of other denominations or faiths)**

**Non-Catholic parents/carers from other denominations or faiths should hand this form to their minister or equivalent asking them to complete the section below and return it as soon as possible to the school indicated over.**

I confirm that this family are members of our faith community ☐ The family is not known to me ☐

Name of minister: \_\_\_\_\_ Denomination/faith: \_\_\_\_\_

Parish or faith community: \_\_\_\_\_

Address: \_\_\_\_\_ Tel.: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*Please complete and return this form by **15<sup>th</sup> January 2023** to the School Office at Our Lady Queen of Heaven School, Victoria Drive, London, SW19 6AD Tel: 020 8 788 7420 email: [info@ourladyqueenofheaven.wandsworth.sch.uk](mailto:info@ourladyqueenofheaven.wandsworth.sch.uk)*