



## Supplementary Application Form for September 2027 Entry

### Guidance notes for the completion of this form

- All the relevant sections of this form must be completed clearly in BLOCK CAPITALS. This includes Section A, plus either Section B or C, plus Section D which includes the declaration.
- If you are asking your vicar or religious leader to complete a section on this form, you should make sure that their section is completed by them and then handed back to you.
- This supplementary form must be returned direct to the St Anne's Academy. This can be done by post, or in person.
- You must also apply for a school place through your Local Authority, stating St Anne's Academy as a preference.
- You are responsible for making sure that you submit an application to the Local Authority and the Supplementary Form to St Anne's Academy by the closing date of 31 October 2026.

The full details of the application process and admissions policy for each annual intake are on the school website. Applications can be made based on the following criteria; parents/carers/legal guardians need to decide which their application is based on and complete the relevant section:

Section B (Category 1.2)	The applicant is a member of a Christian Church designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the Diocesan Bishops, and including member churches of Churches Together in Britain and Ireland, the Evangelical Alliance, Affinity and the Fellowship of Independent Evangelical Churches. This section will need to be completed by your religious leader.
Section B (Category 1.2)	The applicant belongs to another Major World Faith; Islam, Hinduism, Judaism, Buddhism, Sikhism who are members of the Interfaith Network. This section will need to be completed by your religious leader.
Definition of Worship	<p><b>Christian worship</b> is defined as attendance at one or more of the following:</p> <ul style="list-style-type: none"> <li>• Public worship in church or chapel led by an accredited priest/minister/pastor/elder/lay-reader, outside of the school day. Public worship can be on any day of the week.</li> <li>• Sunday School.</li> <li>• Messy Church.</li> <li>• A church youth group / explorers / pathfinders which includes worship (must be approved by the accredited leader of worship).</li> </ul>

**Attendance at public worship** at a Christian church by the child and/or one parent/legal guardian is counted over the period of 3 academic years (September to August), 2023 to 2026. The religious leader must add the number of weekly attendances (Sunday to Saturday) by the child and/or one parent/legal guardian up to a maximum of 39 per year x 3 years maximum (to 31st August each year).

## **ADMISSIONS: GUIDANCE FOR CLERGY/LEADERS OF WORSHIP**

**(It is in your interests that you make sure your leader of worship sees these guidelines).**

We are very grateful to the clergy/leaders of worship for the time they take to support families applying to St Anne's Academy for places for their children. In the event that there are more applicants than places, we need to ensure that our oversubscription criteria and procedures are absolutely open, fair, and transparent, and we rely on the information you give us to achieve this. The responsibility for completing and returning the two-part form rests with the parent/legal guardian, but your information, contained in Sections A, B, C and D below, is absolutely essential, since it is on this that we prioritise places. If you feel that there are exceptional circumstances that have limited or prevented attendance at public worship with a parent or guardian, please complete the Exceptional Circumstances section (Section C). Further information about exceptional circumstances can be found in the Admissions Policy on the school website. Please provide the details required and sign where indicated in respect of the **child and one parent/legal guardian as of 31 August 2026**. **Please only sign the relevant sections.**

Our experience has emphasised the importance of clergy/leaders of worship discussing completed forms with the family. This puts less pressure on individuals later to support appeals that are unlikely to succeed. If the family attend or have recently attended at other churches/places of worship, it is their responsibility to return the additional forms. In such cases a total of all of the points from the different forms will be used, subject to annual limits. Should the application go to appeal, all information on the form will be considered by the Appeals Panel, and the appellant will receive all information contained in the form, but the information will be treated as confidential.

You will appreciate that for our admissions to be fair, your support and accuracy is essential. We are aware of the extra work that checking registers and consulting with Sunday School teachers or wardens creates and we are deeply grateful for your help.

The Admissions Authority may conduct checks by contacting the leaders of worship to ensure the allocation of the faith places process is transparent, robust and fair for all.

## SECTION A

Surname of child: \_\_\_\_\_

Christian name(s)/Forename(s): \_\_\_\_\_

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

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

Parent/Legal Guardian Email Address: \_\_\_\_\_

Please name any brothers or sisters attending St Anne's Academy on 1 September 2027 (please refer to Definitions within the Admissions Policy): \_\_\_\_\_

\_\_\_\_\_

Child's date of birth: \_\_\_\_\_ Telephone number: \_\_\_\_\_

Child's Gender: Male  Female  (Please tick)

## SECTION B – FAITH BASED PLACES

<b>Section B</b> <b>Category 1.1</b>	The applicant is of Christian faith. The information below must be completed by your religious leader.												
Please tick <input type="checkbox"/>	<p>a. Religious leader to insert number of weekly attendances (Sunday to Saturday) by the child and one parent/legal guardian up to a maximum of 39 per year x 3 years maximum (to 31st August each year).</p> <p>b.</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #e0e0e0;"> <th>Dates of Attendance (Child and Parent/Guardian)</th> <th>Points</th> <th>Maximum Points</th> </tr> </thead> <tbody> <tr style="background-color: #e0e0e0;"> <td>1st September 2023 – 31st August 2024</td> <td></td> <td>Max Points – 39</td> </tr> <tr style="background-color: #e0e0e0;"> <td>1st September 2024 – 31st August 2025</td> <td></td> <td>Max Points - 39</td> </tr> <tr style="background-color: #e0e0e0;"> <td>1st September 2025 – 31st August 2026</td> <td></td> <td>Max Points - 39</td> </tr> </tbody> </table> <p>Name of Child: _____</p> <p><b>TOTAL POINTS:</b> <input style="width: 100px; height: 20px; border: 2px solid blue;" type="text"/></p> <p><b>Religious leader to sign:</b></p> <p>Signed: _____ Date: _____</p> <p>Print name: _____</p> <p>Name of Church / Place of Worship): _____</p> <p>Position in Church / Place of Worship: _____</p> <p>Telephone number: _____</p> <p><b>If the family has moved into this parish/place of worship within the last three years or they attend more than one church/place or worship, please ask them to obtain additional Supplementary Information Form/s for completion with their previous vicar/leader of worship.</b></p>	Dates of Attendance (Child and Parent/Guardian)	Points	Maximum Points	1st September 2023 – 31st August 2024		Max Points – 39	1st September 2024 – 31st August 2025		Max Points - 39	1st September 2025 – 31st August 2026		Max Points - 39
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Section B Category 1.2	The applicant belongs to another Major World Faith; Buddhism, Hinduism, Islam, Judaism, Sikhism who are members of the Interfaith Network.
Please tick <input type="checkbox"/>	<p>Religious leader to sign to attest that the child and one parent/legal guardian are active and practising members of their faith.</p> <p>Religious leader to sign:</p> <p>Signed: _____ Date: _____</p> <p>Print name: _____</p> <p>Position in Place of Worship: _____</p> <p>Name of Place of Worship: _____</p> <p>Telephone number: _____</p> <p><u>Faith:</u> (Please tick one box):</p> <p><input type="checkbox"/> Buddhism    <input type="checkbox"/> Hinduism    <input type="checkbox"/> Islam    <input type="checkbox"/> Judaism    <input type="checkbox"/> Sikhism</p>

### SECTION C: EXCEPTIONAL CIRCUMSTANCES

If you feel that there are exceptional circumstances that have limited or prevented your child's attendance at public worship with a parent or guardian, please complete and return this section. Further information about exceptional circumstances can be found in the Admissions Policy. **If exceptional circumstances do not apply, please leave this section blank.**

If you have completed this section, please submit your application together with any relevant information and/or evidence including, but not limited to:

- medical reports or letters;
- reports or letters from social care professionals;
- statements from clergy or religious leaders setting out attendance with an alternative family member and/or friend.

In this section, exceptional circumstance means:

- a) not of a trivial or moderate nature, such that can be foreseen and be reasonably expected as part of day-to-day life;
- b) must have a substantial detrimental impact on the child's ability to demonstrate a commitment to the faith through attendance at public worship with a parent or guardian;
- c) must be the cause of the limit and/or prevention of attendance at public worship with a parent or guardian; and
- d) must render attendance at public worship with a parent or guardian unachievable.

**Exceptional Circumstances**      **Whether a commitment to the faith would have been demonstrated by attendance at public worship with a parent or guardian, but for the exceptional circumstance.**

Please tick

What is the Exceptional Circumstance?: (Please tick all relevant options):

Serious illness of a parent and/or guardian

Death of a parent and/or guardian

Serious illness of a sibling and/or close relative requiring care from a parent and/or guardian

Other (please specify)

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What date did the Exceptional Circumstance occur and/or begin, and if applicable, the date it ended.

Date of occurrence and/or start date: \_\_\_\_\_

Date the exceptional circumstance ended: \_\_\_\_\_

Is the Exceptional Circumstance ongoing?

Yes       No

Are there any other factors or circumstances limiting and/or preventing attendance at public worship with a parent or guardian?

Yes       No

If 'Yes', please specify:

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Please set out in as much detail as possible:

- the exceptional circumstance;
- how this has had a detrimental impact on the child's ability to demonstrate a commitment to the faith through attendance at public worship with a parent or guardian;
- how this has rendered attendance at public worship with a parent or guardian unachievable;
- any alternative attendance at public worship, for example, attendance with family member or friend.

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	<p>Religious leader to sign to attest that the child has previously demonstrated commitment to the faith by attendance at public worship with one parent/legal guardian before the occurrence of the exceptional circumstance.</p> <p><b>Religious leader to sign:</b></p> <p>Signed: _____ Date: _____</p> <p>Print Name: _____</p> <p>Position in Place of Worship: _____</p> <p>Name of Place of Worship: _____</p> <p>Telephone Number: _____</p>
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**SECTION D: TO BE COMPLETED BY ALL PARENTS / LEGAL GUARDIANS**

<p>I apply for a place for my child at St Anne's Academy, Middleton, for September 2027. I have seen and agreed the details given above:</p>	
<p>Name of parent/legal guardian: _____</p>	
<p>Signed: _____</p>	
<p>Daytime telephone contact number: _____</p>	
<p>Email(s) of parent(s)/legal guardian(s): _____</p>	
<p>Please tick this box if either parent is an employee at the St Anne's Academy and the child for whom the application is made, permanently resides with that parent. <input type="checkbox"/></p>	
<p>Relationship to child: _____ Date of Application: _____</p>	

<b>Office Use Only:</b>	
Checked by: _____	Date stamp: <div style="border: 1px solid black; width: 150px; height: 80px; display: inline-block;"></div>
Notes:	

It is the parent / legal guardian's responsibility, when all relevant parts have been completed, to send this form to the address below. All pages of the form must be returned, even if they are blank. Incomplete returns will not be accepted. Forms must be received by the school by the closing date of **31<sup>st</sup> October 2026** to be considered as on time applications. Receipts will be confirmed by email, and it is the parent / carer's responsibility to ensure that they receive this acknowledgement.

Form to be returned to:

The Admissions Secretary  
St Anne's Church of England Academy  
Hollin Lane  
Middleton  
Manchester  
M24 6XN

The supplementary information you provide in this form will be used for the purpose of processing your application for admission to the school on the legal basis of public task in accordance with our privacy statement which can be found at:  
[Privacy Notice for PROSPECTIVE STUDENTS, applicants and offer holders \(cranmereducationtrust.com\)](https://www.cranmereducationtrust.com/privacy-notice-for-prospective-students-applicants-and-offer-holders)

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