

Supplementary Information Form Children of Staff



Applicants who wish to be considered for priority under the criterion of Children of Staff at a community or voluntary controlled school must complete this form, **in addition to the local authority application form.**

- If the application is for Year 7 in September this supplementary information form must be submitted by **31 October**
- If the application is for Reception or Year 3 in September this supplementary information form must be submitted by **15 January**
- If the application is for in year admission at any other time, this supplementary information form must be submitted at the same time as submitting the application

Please complete all boxes in CAPITAL LETTERS

1. Child's details

| Question | Answer |
|----------------------------|--------|
| Surname | |
| Forename | |
| Date of Birth (dd/mm/yyyy) | |

2. Parent/Guardian's details

| Question | Answer |
|-------------------------------|--------|
| Surname | |
| Forename | |
| Name of school where employed | |
| Date employment commenced | |
| Address | |
| Postcode | |
| Telephone (Home) | |
| Telephone (Mobile) | |
| E-mail | |

3. Member of staff claim

I am a permanent member of staff in accordance with the local authority's admissions policy.

Delete as appropriate:

- I have been employed at the school on a full or part time basis for two or more years (at the closing date for applications)
- I have been recruited to a post at the school for which there is a demonstrable skills shortage

4. Declaration

I am a permanent member of staff in accordance with the local authority's admissions policy.

Delete as appropriate:

- I understand that the information contained in this form is subject to GDPR (General Data Protection Regulation) and my personal data may be exchanged with other departments within Surrey County Council, other local authorities, admissions authorities, schools and Government agencies where necessary.
- I understand that the outcome of this request for children of staff priority will be on the basis that the information I provide is accurate and correct and that if any information changes it is my responsibility to inform the local authority.
- I certify that all relevant sections have been completed fully.
- I understand that if I submit this form or evidence after the closing date it may not be considered until after the national offer day.
- I certify that the information I have provided is correct.

| Question | Answer |
|-------------------------------|--------|
| Signature of parent/guardian: | |
| Date: | |

If you are applying online, please attach your completed form to your application. Alternatively please return it to: **schooladmissions@surreycc.gov.uk** or by post to: School Admissions, Surrey County Council, PO Box 475, Reigate, RH2 2HP. If you are posting your form, we recommend that you send it by recorded delivery.