

## Diocesan Priest's Reference

This form should be completed when applying for a place in a Catholic School in the Dioceses of Westminster Southwark & Brentwood. Please complete and sign Part A of the form below and hand it to your parish priest or the priest at the church at which you normally worship. He will add his reference in Part B. (If you are not a Catholic, please hand Part C of the form to your priest, minister or faith leader who will add his or her reference using that form.)

**NB Please ensure that you have also completed and returned one Common Application Form and a Supplementary Information Form to EACH AND EVERY school to which you are applying (available from schools and/or Local Authorities)**

### PART A (To be completed by all parents and carers)

#### ABOUT YOUR CHILD

Full Name of child: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Religion/Denomination: (eg Catholic) \_\_\_\_\_ Boy  Girl

Normal home address of child:

\_\_\_\_\_ Postcode \_\_\_\_\_

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

Name of current school, nursery or playgroup (if any): \_\_\_\_\_

#### ABOUT YOU

*Father*

*Mother*

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

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

Home address(es) of parent(s)  
(if different to child's normal address): \_\_\_\_\_

Catholic Parish in which you **live**  
(e.g. Holy Innocents, Orpington) \_\_\_\_\_

**If Catholic:**

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

For **how long** has this been your practice? \_\_\_\_\_ years \_\_\_\_\_ months

Which Mass do you normally attend? Sat/Sun \_\_\_\_\_ (time)

How long have you worshipped at this Mass? \_\_\_\_\_ years \_\_\_\_\_ months

Please give details of any other church  
At which you worship or have worshipped  
In the past few years. \_\_\_\_\_

Do you attend Mass on Holy Days of Obligation?  Yes  No  Yes  No

Which Mass do you normally attend? \_\_\_\_\_ (time)

**Please turn over and complete the rest of this Part, sign it, and hand it to your Priest.**

**NB: This form is a Diocesan Form. It does not form part of any school's admission arrangements.**

**THIS PART IS TO BE KEPT BY THE PRIEST: NOT TO BE SENT TO THE SCHOOL**

**Additional Information**

If you do not worship at Mass regularly, or you have only started to do so recently (i.e. within the past few months or years) please give any reasons below. Please give any other details which you think may be relevant including any exceptional circumstances.  
(Continue on a separate sheet if necessary).

Please give contact numbers (in case there is a query about any information on this form):

\_\_\_\_\_ (please specify: home / work / mother / father / carer etc.)

**Declaration**

I/we declare that the information given on this Form is full, accurate and true. I/we give permission for the information on this Form to be held and processed by the Diocese in accordance with its policy on School Admissions, and I/we understand and accept that the information given on this sheet remains confidential and will not be shared with the school, or used in any way except for purposes connected with my/our pastoral care within the Catholic Church.

Signed: \_\_\_\_\_ Parent/carers Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Parent/carers Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Parent/carers Date: \_\_\_\_\_

**Please sign this part of the Form, and hand it to your Priest.**

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

Full Name of child: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Address of child: \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

**A. For all schools:**

I am satisfied that the child is a baptised Catholic

Yes  No

*(The school will verify this by means of a certificate of baptism or reception)*

**B. For schools requiring evidence of practice:**

<u>PARENT/CARER</u>	<u>CHILD</u>
Are the parents known to you? Yes <input type="checkbox"/> No <input type="checkbox"/>	Is the child known to you? Yes <input type="checkbox"/> No <input type="checkbox"/>
How long have the family attended your church? _____ years / _____ months	

If there are **exceptional circumstances** which may explain the lack of Full Practice, please give full details below:

**Declaration**

I have read and understood the *Guidance Notes for Parish Priests on Admission to Catholic Schools* and I confirm that, on the basis described in that guidance, the above statements about the child named above and his or her family's practice are true, to the best of my knowledge and belief. I am the appropriate Catholic priest in relation to the child in accordance with that guidance.

Date: \_\_\_\_\_ Priest's Name: \_\_\_\_\_ signed: \_\_\_\_\_

Parish Seal  
*(to be applied over the priest's signature)*

**Parish Priest's Countersignature** (only where the Parish Priest is not giving the reference):

I confirm that the child is **resident** in my parish.

Date: \_\_\_\_\_ Priest's Name: \_\_\_\_\_ signed: \_\_\_\_\_

Parish Seal  
*(to be applied over the priest's signature)*

**Please return this part of the Form to the school.**

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**PART C (To be completed only by priests/ministers of other denominations or faiths)**

Full Name of child: \_\_\_\_\_ Date of birth: \_\_\_\_\_  
\_\_\_\_\_

Address of child: \_\_\_\_\_  
\_\_\_\_\_ Postcode  
\_\_\_\_\_

**Non-Catholic parents/carers from other denominations or faiths should hand this form to their priest/minister or faith leader who should 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 other local faith community: \_\_\_\_\_

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

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

If there are **exceptional circumstances** please give full details below: