



## Supplementary information form for those applying for a Staff place at St Mary's CE School School Year 2025-26

St Mary's CE Primary School offers places to the children of staff in accordance with its published admissions criteria. Places are available to children (by which is meant full, step-, half-, adopted and foster children living in the same household) of permanent staff directly employed by St. Mary's school for two years or more prior to the admissions application closing date and still employed, without having given notice or been given notice that the employment will end, at the time the offer is made.

To apply for a Staff place, parents complete both:

- the LEA Common Application Form and
- this form in support of an application for a Staff place so that the governors can fully consider your application.

Please complete Part 1 and then pass to the headteacher to complete Part 2.

### Part 1 (to be completed by the applicant)

Child's first names:

Child's surname:

Child's date of birth (dd/mm/yyyy):

Child's gender (M/F):

Member of Staff's first name:

Member of Staff's surname:

Member of Staff's address

Telephone Day:

Telephone Eve:



I confirm that I am a permanent member of staff directly employed by St Mary's School in accordance with the school's current admissions policy

Name of Member of Staff .....

Signature of Parent/Guardian ..... Date .....

*Now pass this form to the headteacher to complete Part 2, and then return it to the school admissions officer via [admissions@st-marys.richmond.sch.uk](mailto:admissions@st-marys.richmond.sch.uk) or by post to: Admissions, St Mary's CE Primary School, Amyand Park Road, Twickenham TW1 3HE.*

**Part 2** (To be completed by the headteacher)

I confirm that ..... is a permanent member of staff directly employed by St Mary's School in accordance with the school's current admissions policy

Signature of Headteacher ..... Date .....