

1. The governing body of a foundation or VA school is entitled to request parents/carers who wish to nominate, or have nominated, that school on the application form to provide additional information to the school on a supplementary form. Where this is requested, the details and procedural arrangements are entirely at the discretion of the foundation or VA school in question, except that -

- (a) the form must not request any information about the ranking which the parent/carer attaches to any school they have nominated or may nominate.
- (b) A parent/carer cannot be required to collect a form in person.
- (c) The arrangements must be such as to enable relevant decisions to be made in conformity with the timing requirements of this scheme.
- (d) The information on that form will not infringe any statutory right of the parent or child.
- (e) The form must comply with any current guidance published by the DfES, namely, the form must not ask
 - for any personal details about parents, such as criminal convictions or marital, occupational or financial status.
 - for details about parents' achievements, educational background or whether their first language is English.
 - for details about parents' or children's disabilities, special educational needs or medical conditions, unless this is in support of positive action.
 - about parents' or children's interests, hobbies or membership of societies (this does not apply to membership or participation in activities as part of religious observance or practice at schools designated as having a religious character).
 - Admission authorities must not discriminate against children whose parents fall into certain social groups. No personal information about parents is relevant in considering an application for a place at a school and criteria which focus on parents cannot legitimately be included as oversubscription criteria. Collecting such information may suggest that it can be taken into account and therefore be misleading to parents.
 - Given the potential for discrimination, admission authorities may only use supplementary application/information forms that request additional information when it has a direct bearing on decisions about acceptable oversubscription criteria; for example, asking for a reference from a priest or other religious minister for a school designated as having a religious character (faith school) or to assess an application for a boarding place.

Where such a supplementary form is received, it will not be regarded as a valid application unless the parent/carer has also completed the Hertfordshire standard form. Supplementary forms should be returned direct to the school concerned. Any received by the LA will be date stamped and passed on to the school.

Where the Voluntary-Aided or Foundation school has failed to obtain a Supplementary Information Form (SIF) but there is a Primary Application Form (PAF), the application must proceed because an application has been made.

Conversely, in circumstances where a SIF has been received by a Voluntary-Aided or Foundation school, the admission authority should be proactive in ensuring that there is a PAF for that application, in order that the application can be considered. 4.3 of Section 86(2) of the School Standards and Framework Act 1998 requires the Local Authority and the Governing Body of a maintained school to comply with parental preference. Local Authorities and Governing Bodies may not refuse to admit children to any relevant age group, on the grounds of prejudice to efficient education or the efficient use of resources, unless the number of expressed preferences exceeds the published admissions number. Paragraph 7.1 of the School Admissions Code of Practice also states that “if there are more places available than applicants, the admission authority’s decision must be to accept all applications.”