

Oak Lodge Primary School
Part of Mosaic Schools Learning Trust



OAK LODGE

CHILDREN OF STAFF

SUPPLEMENTARY INFORMATION FORM

Before completing this form, please read the School's Admission Policy, which is published on the School's website and available in hard copy form from the School's main office.

The **employed parent** must complete **Part A** of this form, and then give it to their **HR Manager** to complete, sign and date **Part B**. The employed parent must also complete the application form - no details of the other parent must be provided. The completed form must be submitted by the application deadline.

PART A - TO BE COMPLETED BY THE CHILD'S EMPLOYED PARENT

Child's full legal name:

Child's date of birth:

Child's home address:

(as defined in the Admission Policy)

Employed parent's full legal name:

Parent's address: (if different to above)	
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PART B - TO BE COMPLETED BY THE EMPLOYED PARENT'S HR MANAGER		
Does the child meet the criteria for being a child of a staff member? (Please refer to the Admission Policy for the eligibility criteria for staff, the definition of 'children of a staff members', and other requirements, before answering)	Yes	
	No	
Signed:		
Full name:		
Position Held:		
Dated:		