## **HELP AND GUIDANCE NOTES FOR CHURCH LEADERS**

When completing the Supporting Evidence Form (SEF) for a family making an application to St Peter's Collegiate Academy, please ensure that they have competed their section of the form beforehand. You should sign at the bottom of the page they have completed to show you agree with what they have written. Also, if they have written a personal statement or have any additional sheets, please sign these too.

Please ensure that you agree with what the family has written. The endorsements at the bottom of page 3 must be completed. Only one box should be ticked dependent on what strength/level of commitment the family show to your place of worship.

Please ensure your handwriting is legible.

If the church leader is not available to complete the SEF (section 3), someone else in authority from the place of worship can complete the form in their absence.