

# St Elizabeth Catholic Primary School

## SUPPLEMENTARY INFORMATION FORM

Reception – Year 6 2020/2021

### Child's Details

Child's surname:	
Child's Christian or other first name:	
Home Address:	Date of Birth:
Postcode:	

### Parent/Carer Details:

Full Name:	
Address: <i>(If different to above)</i>	
Telephone number:	
Email:	

### Details of Religion

Religion of child: <i>(Please tick)</i>	Catholic	Other Christian <i>(name of denomination e.g Methodist)</i>	Other faith <i>(please specify):</i>
Name of Parish Church			
Name and position of priest or religious leader supplying a letter confirming membership: <i>(where appropriate)</i>			
Names of brothers or sisters at this school who will still be attending at date of admission:	Name: Class or Year Group:		
Does your child have exceptional medical, pastoral or social needs that can only be met by attendance at this school? Please circle. (Professional evidence will be required)			
<b>YES</b>		<b>NO</b>	

**I confirm that I have read and understood the Admissions Policy and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to the details provided and that should any information I have given prove to be inaccurate, the governors may withdraw any offer of a place even if the child has already started school.**

Signed.....

Date.....

**Please note:**

- Where applicable parents can obtain a Certificate of Catholic Practice from your Parish Priest or the Diocese of Westminster website at [www.rcdow.org.uk](http://www.rcdow.org.uk) (Guidance and Policy Documents, Admissions).
- Applicants from other Christian denominations may attach either a certificate of baptism or a letter confirming membership from their minister or religious leader.
- You **must** complete your Local Authority's form on-line by the closing date. If you do not do this, you will not be offered a place.

**Checklist:**

**Have you enclosed?**

**Original baptism certificate**

**Completed Certificate of Catholic Practice (where applicable)**

**One document showing Proof of Residence; a utility bill, council tax bill, tenancy agreement or copy of mortgage statement**

**Evidence of exceptional need (where appropriate)**



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The school is committed to protecting the information provided by parents / carers and using it only for the purpose for which it was obtained. For information on the school's Privacy Notice, please see the information below.

### **ADMISSIONS PRIVACY NOTICE FOR St Elizabeth Catholic Primary School**

St Elizabeth Catholic Primary School is a data controller for the purposes of the Data Protection Act 2018 and is committed to dealing with your information safely and securely. We need to collect and share information in order to fulfil our obligations as an admission authority. We take our responsibility to protect your data seriously and we will use it in accordance with the legal requirements of the Data Protection Act 2018.

We will comply with the School Admissions Code, which has the force of law. In respect of in-year admissions, Tower Hamlets is the admissions authority for this school. The information you provide to us on your Supplementary Information Form (SIF), any supporting papers or appeal documentation you provide will be used to:

- Process your application
- Consider Admission Appeals

#### **We may also use this data for the following purposes:**

- Forward planning as part of school budget, forecasting and reorganisation proposals
- To assist in the development of policy proposals
- For the prevention and/or detection of crime or fraud
- For research and statistical purposes when we will ensure that statistics are developed in such a way that individual children cannot be identified

#### **In order to administer admissions to this school the following information may be collected by us:**

- Name and date of birth
- Address where the child ordinarily lives at the time of application, which will be used for distance calculation purposes
- Supplementary information i.e. information on religious affiliation and status
- Parent name and contact details
- Details of baptism and/or Catholic practice
- Information on parish of residence.

#### **Agencies we will share the information with:**

- The Department for Education, to comply with statutory data collections
- The LA, to verify the information provided so that the admission scheme/process can be accurately administered
- Admission Appeal panels
- The Schools Adjudicator, in response to any objections raised
- In Year Fair Access Panel, where applicable, to enable them to appropriately place complex admissions
- The Local Government and Social Care Ombudsman, when investigating maladministration of school admissions and admission appeals.

#### **School Retention Policy:**

The information listed above will be retained securely by the school for 8 years, after which it will be destroyed.

#### **For further information, please refer to the Privacy Policy on the School website or contact:**

Ms T Jennings on 02089803964 or email [school@st-elizabeth.uk](mailto:school@st-elizabeth.uk)

