



# POPE PAUL CATHOLIC PRIMARY SCHOOL



*Headteacher Mrs E Heymoz B Ed (Hons)*

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## **Diocese Of Westminster Catholic Schools' Supplementary Information Form** **2021-2022**

### **Child's Details**

Child's surname:	
Child's first name:	
Home Address:	Date of Birth:
Post Code:	

### **Parent/Carer Details**

Parent's name:	
Address (if different from above):	
Telephone number:	

(If Applicable) Catholic Parish in which your child lives: \_\_\_\_\_

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## Religious Status of child

Please indicate by placing a tick in the appropriate row – please note that a tick should be indicated in only a single row.

Criteria	Tick	Evidence Provided	Office Use Only
1. Catholic looked after children and Catholic children who have been adopted (or subject to child arrangement orders or special guardianship orders) immediately following having been looked after.			
2. Baptised Catholic children, who have a Certificate of Catholic Practice and a Baptism Certificate.			
3. Other baptised Catholic children.			
7. Children of other Christian denominations whose application is supported either by a certificate of baptism or by a letter from a minister of religion/religious leader, showing membership of the faith community. In accordance with diocesan guidance, Orthodox Christian applicants have priority over other non-Catholic applicants.			
8. Children of other faiths whose application is supported by a letter from a religious leader confirming membership of the faith.			

**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 these details and that should any information I have given prove to be inaccurate that governors may withdraw any offer of a place even if the child has already started school.**

Signed.....

Date.....

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## **Evidence of Catholic Baptism**

If application is being made for a place at the school for a Catholic child evidence of Catholic baptism or reception into the Church is required. A certificate of baptism or certificate of reception into the full communion of the Catholic Church should be provided at the same time as this form is returned to the school.

[The Admission Authority may request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was baptised or received into the Catholic Church, e.g. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not. Those who have difficulty obtaining written evidence of baptism or reception into the Church should contact their Parish Priest.]

## **Evidence of Catholic Practice**

If application is being made for a place at the school for a Catholic child with a Certificate of Catholic Practice, this must be signed by a Catholic priest in the form laid down by the Bishops' Conference of England and Wales. The certificate should be obtained from the family's parish priest, or the priest in charge of the Church where the family practises, and should be provided at the same time as this form is returned to the school.

## **Evidence of Membership of an Eastern Christian or Orthodox Church**

If application is being made for a place at the school for a member of an Eastern Christian Church, including Orthodox Churches, evidence of membership will be required. A certificate of baptism or reception from the authorities of that Church should be provided at the same time as this form is returned to the school.

## **Evidence for Other Christian Denominations and Other Faiths**

If an application is being made for a place at the school as a member of another Christian denomination or another faith a letter confirming membership of that Christian denomination or faith, and signed by the appropriate minister of religion or faith leader, will be required. The letter should be provided at the same time as this form is returned to the school.

### **[Checklist:**

Have you enclosed?

- Copy of baptism or certificate of reception into the Catholic Church (where applicable).
- Certificate of Catholic practice (where applicable).
- Letter confirming membership of a Christian denomination or other faith (where applicable).

Have you completed and returned your local authority's Common Application Form?

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 read the 'Admissions Privacy Notice' below. Further information may be obtained by visiting the school website at [www.popepaul.herts.sch.uk](http://www.popepaul.herts.sch.uk) or by contacting Mrs E Heymoz at the school.

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## ADMISSIONS PRIVACY NOTICE FOR Pope Paul Catholic Primary School

Pope Paul 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, the governing body of Pope Paul Catholic Primary School 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: Mrs E Heymoz via email [admin@popepaul.herts.sch.uk](mailto:admin@popepaul.herts.sch.uk) or phone 01707659755[

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