

**Supplementary Information Form for Applications for Admission in September 2023**  
**The closing date for submitting the supplementary form is 15 January 2023.**

- If you are expressing a preference for a place for your child at a Catholic school and wish to apply under a faith criteria, you should complete this Supplementary Information Form.
- If you are applying to more than one Catholic school you will need to complete a separate Supplementary Information Form for each school.
- The completed Supplementary Information Form should be returned by post/hand to St. Finian's Catholic Primary School, The Ridge, Cold Ash, Thatcham, RG18 9HU or by email to [office@stfinians.w-berks.sch.uk](mailto:office@stfinians.w-berks.sch.uk)
- If an 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 copy of a certificate of baptism or certificate of reception into full communion of the Catholic Church should be provided at the same time as this form is returned to the school.
- Failure to return a completed copy of this form by the closing date will mean that an admission request for denominational reasons will not be considered.
- Remember – you must also complete the West Berkshire Common Application Form.

|                          |  |                        |  |
|--------------------------|--|------------------------|--|
| Surname of child         |  | First name(s) of child |  |
| Home address             |  |                        |  |
| Tick only one            |  |                        |  |
| <input type="checkbox"/> | Baptised Catholic                      |                        |  |
| <input type="checkbox"/> | Member of other Christian denomination |                        |  |
| Parent's Signature       | Date                                   |                        |  |

Checklist, have you completed/enclosed (as applicable):

- Copy of Catholic baptism certificate or certificate of reception into the Catholic church,
- Copy of Christian baptism certificate or letter (can be electronic) confirming membership of a Christian denomination

In compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked you to provide on this form.

1. We are St. Finian's Catholic Primary School, The Ridge, Cold Ash, Thatcham, RG18 9HU.
2. Being a Catholic education provider, we work closely with the School's Diocesan Authority, the School's Trustees, the Local Authority, the Catholic Education Service and the Department for Education, and may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.
3. The person responsible for data protection within our organisation is the School Business Manager and you can contact them with questions relating to our handling of the data. You can contact them by calling the school office on 01635 865925 or emailing [finance@stfinians.w-berks.sch.uk](mailto:finance@stfinians.w-berks.sch.uk)
4. We require the information we have requested for reasons relating to our functions as the admission authority of the School.
5. It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR).
6. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
7. It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR).
8. If the application is successful, the information you have provided on this form will be migrated to the School's enrolment system, and the data will be retained and processed on the basis of the School's fair processing notice and data protection policies which apply to that data.
9. If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the School's data retention policy.
10. To read about individual rights and/or to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by following our complaints procedure available on the school website or via the school office. If you are unhappy with how your complaint has been handles, you can contact the Information Commissioners Office via their website at: [ico.org.uk](http://ico.org.uk).