



## Supplementary Information Form for Applications for Admission in September 2023

### St Joseph's Catholic Primary School, Newbury

If you are expressing a preference for a place for your child at a Catholic school and wish to apply under the faith criteria, or if a social services officer or medical doctor has recommended that your child should be placed at this School, you should complete this Supplementary Information Form (SIF).

- The completed SIF, together with all supporting documentation (see Notes below) **should be returned to the school** by the closing date set by the Local Authority for the return of the Common Application Form (CAF).
- If you are applying to more than one Catholic school you will need to complete a separate SIF for each school.
- **If you do not complete the SIF (this form) and return it to the school with all supporting documentation by the closing date, your child will not be placed in the appropriate Oversubscription Category and this is likely to affect your child's chance of being offered a place.**
- Remember – you **must** also complete the CAF. The SIF is not valid without a completed CAF.

Name of child: .....

Address of child: .....

.....

.....

#### Parent/Carer details

Parent/Carer Name: .....

*Please read the St Joseph's Catholic Primary School Admission Policy before completing this form.*

**NOTE: When completing the CAF it is important that you provide details of any siblings (brothers or sisters) who will be attending the Catholic school at the proposed time of admission. If this information is not provided, the admission authority of the Catholic school may not be able to place the application within the correct Oversubscription category.**

**Religious status of child (please indicate by placing a tick in the appropriate box – please note that a tick should be indicated in only a single box)**

1. Catholic

2. Member of other Christian denomination

3. Member of other faith

Catholic parish in which your child lives: .....

### 1. Evidence of Catholic baptism/reception

If application is being made for a place at the school for a Catholic child, evidence of Catholic baptism or reception into the Catholic Church is required. A copy of a certificate of Catholic 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.

### 2. Other denominations/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 the SIF (this form) is returned to the school, alternatively, the letter may be signed electronically and e-mailed direct to the school from the minister/faith leader's or church's e-mail account.

### 3. Strong social or medical grounds for admission

If your child has strong social or medical grounds for admission to the School as described in Section 12A - Tie Breakers, please tick the relevant box(es) below. A copy of the written recommendation made by the social services officer or medical doctor should be provided at the same time as this form is returned to the school.

1. Strong social need, as recommended by a social services officer
2. Strong medical need, as recommended by a medical doctor

#### Checklist

Have you:

- enclosed a copy of baptism certificate or certificate of reception into the Catholic church (where applicable)?
- enclosed a letter confirming membership of a Christian denomination or other faith (where applicable)?
- enclosed a written recommendation by a social services officer or medical doctor if your child has strong social or medical grounds for admission to the School as described in Section 12A – Tie Breakers?
- completed and returned your local authority's CAF (Common Application Form)?

#### Declaration

Any offer of a place will be on the basis that the information supplied is accurate and up to date. Please read the declaration below and sign the form.

**I confirm that I have read the Admissions Policy of the school and certify that the information given on this form is correct. I understand that I must notify the school immediately if there is any change to these details and that any place offered may be withdrawn if I give false information, even if my child has started school.**

Signature of parent/carer:

Print name:

Date:

The data on this form will only be used within the school admissions system and will not be divulged to any third party outside the current Data Protection legislation.

**The closing date for submitting the supplementary form is 15 January 2023.**

- The school application form must always be completed even if you are providing a supplementary application form. You can apply on-line at: [www.westberks.gov.uk/primaryadmissions](http://www.westberks.gov.uk/primaryadmissions)
- You can return this form by hand or post to St. Joseph's Catholic Primary School, Newport Road, Newbury, RG14 2AW or scan and email to [office@stjosephs.w-berks.sch.uk](mailto:office@stjosephs.w-berks.sch.uk) but the form must be received by the closing date.
- 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.

### **GDPR (General Data Protection Regulation) Statement**

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 Joseph's Catholic Primary School, Newport Road, Newbury, Berkshire RG14 2AW.
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 Faye Glover and you can contact them with questions relating to our handling of the data. You can contact them by emailing [office@stjosephs.w-berks.sch.uk](mailto:office@stjosephs.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 (<https://stjosephs-westberks.secure-dbprimary.com/westberks/primary/stjosephs/site/pages/schoolgovernors/policies>). 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).