DIOCESE OF BRENTWOOD

St Luke's Catholic Academy CM19 4LU

SUPPLEMENTARY INFORMATION FORM

If you are expressing a preference for a place for your child at St Luke's Catholic Primary School and wish to apply under a faith criterion, you need to complete this Supplementary Information Form. This information will be used if we are oversubscribed. (*If applying in the normal admission round for reception, please return this form no later than the 15th January (before the September of admission*.)

You must also complete the Common Application Form which is available from Essex County Council. Details are on the school website.

Full name of child (including surname)	
Date of birth Please provide birth certificate	
Child's permanent address including postcode	
Contact telephone number(s)	
Email Address	
Full name of parent/carer	
Relationship to child	
Address (if different from above):	
If, at the time of admission, you will have other children attending this school, please provide name and year group (at the time of admission)	
Catholic Parish in which your child lives (where applicable):	

If applicable; Please indicate the Religious Status of the child by ticking the appropriate box below.

Criteria	Tick Box	Evidence
1. Catholic		Certificate of Baptism
2. Catechumen		Certificate of Reception
3. Member of an Eastern Christian Church		Certificate of Baptism
4. Member of other Christian denomination		Certificate of Baptism
5. Member of other faith		Certificate / Letter of Practice

I confirm that I have read the Admissions Policy of the school 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, the governing body may withdraw any offer of a place even if the child has already started school.

Have you also completed and returned the Local Authority's Common Application Form? Yes / No

Signed……Date……

Checklist:

Please check that you have enclosed one of the following-

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

Please note the following

- Please read the Local Authority booklet and our Admissions Policy before completing this form.
- The completed Supplementary Information Form, together with all supporting documentation (see Notes attached), should be returned to the Admissions Officer **at the school** by the relevant closing date.
- If you are applying to more than one Catholic school or academy you will need to complete a separate Supplementary Information Form for each school or academy.
- If you do not provide the information required in this form and return it to the school with all supporting documentation by the closing date, your child may not be placed in the appropriate faith category and this may affect your child's chance of being offered a place.
- You must also complete the Common Application Form which is available from Essex County Council. Details are on the school website. When doing so, it is important that you provide details of any siblings (brothers or sisters) who will be attending the school at the proposed time of admission. If this information is not provided the school admission authority may not be able to place the application within the correct category.

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" means Our Lady of Fatima Catholic Multi Academy Trust .

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 our Data Protection Office (DPO), and you can contact them with questions relating to our handling of the data by writing to admin@ourladyoffatimatrust.essex.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 under our Complaints Policy available on the school website. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioners Office via their website at: ico.org.uk.

Notes

1. Evidence for Catholics

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.

2. Evidence for Catechumens

If application is being made for a place at the school for a catechumen evidence of their being a member of the catechumenate of a Catholic Church will be required. A certificate of reception into the order of catechumens should be provided at the same time as this form is returned to the school.

3. Evidence of Membership of an Eastern Christian 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.

5. Evidence for other Christian denominations and other faiths

If 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, 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.