

## SUPPLEMENTARY INFORMATION FORM

### Admission to Catholic schools within the St Ralph Sherwin Catholic Multi Academy Trust

If you are expressing a preference for a place for your child at a Catholic school within the St Ralph Sherwin Catholic Multi Academy Trust **and wish to apply under a faith criterion** you should complete this Supplementary Information Form and provide the evidence required.

- ✘ The completed Supplementary Information Form, together with any required evidence, (see below), should be **returned to the school** by the same closing date set by the Local Authority for the return of the **Common Application Form**.
- ✘ If you are applying to more than one Catholic school you will need to complete a separate Supplementary Information Form for **each** school.
- ✘ Your application will be ranked in a lower category if you do not provide the evidence required as listed in the table overleaf.
- ✘ **Remember** – you **must** also complete the **Common Application Form** provided by the Local Authority. When completing the Common Application Form 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 your application will be ranked lower and this may affect your child's chance of being offered a place.

<b>Name of school applying to:</b>			
<b>Surname of child:</b>			
<b>Forename(s) of child:</b>		<b>Date of birth</b>	/ /
<b>Parent(s) / carer(s) Full Name</b>			
<b>Child's home address</b>		<b>Postcode</b>	
<b>Telephone</b>		<b>Mobile</b>	

Please read the relevant School's Admissions Policy noting in particular, any faith definitions, and your Local Authority Booklet before completing the form.

**PLEASE ALSO COMPLETE PAGE 2**

Now complete the following by ticking the boxes which apply to your child.

	Faith Criterion  Please tick ✓	Supporting Evidence Required  (Legible photocopies are acceptable)	Supporting Evidence Enclosed *  Please tick ✓
My child is a:  <b>Catholic</b>		A Catholic Baptism Certificate <b>or</b> A written statement or certificate signed by a Catholic Priest and stamped with the parish stamp verifying that the child has been received into full communion with the Catholic church.	
My child is a:  <b>Catechumen / Candidate</b>		A certificate of reception into the order of catechumens <b>or</b> A letter of verification signed by the parish priest and stamped with the parish stamp.	
My child is a:  <b>member of an Eastern Christian Church</b>		A Baptism Certificate <b>or</b> A certificate of reception from the authorities of that Church.	
My child is a:  <b>member of another Christian denomination</b>		A Baptism Certificate <b>or</b> A Certificate of Dedication <b>or</b> A letter of verification signed by the minister of religion for that church.	
My child is a:  <b>member of another faith</b>		A Baptism Certificate <b>or</b> A Certificate of Dedication <b>or</b> A letter of verification signed by the religious leader of the community.	

\* Extra supporting evidence may be requested if the written documents that are produced do not clarify the fact that a person is a member of a church or religious community, (e.g. where the name and address of the Church is not on the certificate). If you have difficulties in producing evidence, you should contact your Parish Priest or Religious Leader for advice.

<b>Your name(s) in BLOCK CAPITALS</b>	
<b>Your signature</b>	
<b>Date</b>	

For School use only

Evidence provided	Date	Criterion

In compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, the St Ralph Sherwin Catholic Multi Academy Trust wishes 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. As providers of Catholic education the St Ralph Sherwin Catholic Multi Academy Trust works closely with the Diocesan of Nottingham Education Service, 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.
2. The person responsible for data protection within our organisation is Mrs Sherri Medcalf, and you can contact her with questions relating to our handling of the data, either by email at [smedcalf@srsrsmat.co.uk](mailto:smedcalf@srsrsmat.co.uk) or by post in care of:

St Ralph Sherwin Catholic Multi Academy Trust,  
St Katherine's House 3rd Floor, St Mary's Wharf, Mansfield Road, Derby DE1 3TQ

3. We require the information we have requested for reasons relating to our functions as the admission authority of the School.
4. 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).
5. 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.
6. 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).
7. 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.
8. 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.
9. To read about your individual rights you can refer to the St Ralph Sherwin Catholic Multi Academy Trust's fair processing notice and data protection policies.
10. If you wish 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 referring to the Complaints Procedure of the relevant school and which is published 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](http://ico.org.uk).

**By signing this form, I confirm that I have read the Admissions Policy of the school applied for 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 offer of a place may be withdrawn even if the child has already started school.**