



Diocese of Westminster

Catholic Primary Schools

Supplementary Information Form 2022-2023

Name and Address of School:

Our Lady & St Joseph Catholic Primary School

Buckingham Road Hackney London N1 4JB

Child's Details

Child's surname:	
Child's Christian or other first name:	
Home Address:	Date of Birth:
	Postcode:

Parent/Carer Details

Parent(s)/Carer(s) name:	
Address:	
Telephone number:	
Alternative contact details:	
Name:	
Address:	
Telephone number:	

Details of Religion

Religion of child: (Please tick)	Catholic	Other Christian (name of denomination e.g Methodist)	Other faith
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Catholic Parish you live in:	
Church where child was baptised and date of baptism: (baptism certificate required)	
Name and position of priest providing Certificate of Catholic Practice or religious leader supplying letter confirming membership of the faith community (where appropriate)	
Names of brothers or sisters at this school:	Name Class or Year Group
Is your child 'looked after' by the Local Authority, adopted or subject to a child arrangements order, having previously been 'looked after'? (Please circle your response)	<p style="text-align: center;">YES NO</p>

Does your child have exceptional medical, pastoral or social needs that can only be met by attendance at this school? Please circle. (Professional evidence will be required.)
YES NO

Is priority being claimed as a child of a staff member? **YES NO**

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 the governors may withdraw any offer of a place even if the child has already started school.

Signed..... Date.....

Please note:

- Where applicable parents can obtain a Certificate of Catholic Practice (CCP) from the priest at the parish where the family normally worships or from the Diocese of Westminster website at www.rcdow.org.uk/Education Follow schools, parents.
- Applicants from other Christian denominations may attach either a certificate of baptism or a letter confirming membership of the faith community from their minister or religious leader.
- You **must** complete online application at www.eadmissions.org.uk and submit it electronically by the closing date. If you do not do this you will not be offered a place.

Checklist:

Have you enclosed?	Copy of baptism certificate (where applicable) Proof of address (Current Year Council Tax Bill 2022-23) Certificate of Catholic Practice (CCP) (where necessary) Evidence of exceptional need (where appropriate)
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Have you completed your eadmissions online Application form?

**ADMISSIONS PRIVACY NOTICE FOR:
OUR LADY & ST JOSEPH CATHOLIC PRIMARY SCHOOL**

Our Lady & St Joseph 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 London Borough of Hackney 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.