



Supplementary Information Form (SIF) PRIMARY TO SECONDARY TRANSFER for SEPTEMBER 2021

Child's details:

Child's First Name(s)

Child's Surname

Child's Date of Birth

Home Address:

Contact Telephone Number(s):

Email address:

Parent(s)/ Carer Details:

First Name(s)

Surname

Home Address:

(if different from
child)

Contact Telephone Number(s):

(if different from child)

Member of a faith community	Tick box	Evidence
Catholic	<input type="checkbox"/>	Baptism certificate
Member of other Christian denomination	<input type="checkbox"/>	A certificate of baptism or a letter confirming membership signed by the minister or faith leader
Member of other faith	<input type="checkbox"/>	A letter from the faith leader confirming membership of the faith community

Please see our Admissions Policy to see full details of our Oversubscription Criteria.

PLEASE TURN OVER TO COMPLETE THIS FORM

SUPPLEMENTARY INFORMATION FORM – ENTRY SEPTEMBER 2021

- You must complete your local authority's online Common Application Form. If you do not do this you will not be offered a secondary school place. Please contact us if you would like support in completing the form.

www.eadmissions.org.uk

- Applicants from other Christian denominations and other faiths may attach a letter confirming membership of faith community from their minister or religious leader.

PLEASE RETURN DIRECT TO SCHOOL RECEPTION BY 31ST OCTOBER 2020

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: _____

Our Lady's Catholic High 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 Hackney Local Authority is 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.

Agencies we will share the information with:

- The Department for Education, to comply with statutory data collections
- The LA, to verify the information provided so that the admission scheme/process can be accurately administered
- Admission Appeal panels
- The Schools Adjudicator, in response to any objections raised
- In Year Fair Access Panel, where applicable, to enable them to appropriately place complex admissions
- The Local Government and Social Care Ombudsman, when investigating maladministration of school admissions and admission appeals.

School Retention Policy:

The information listed above will be retained securely by the school for 1 year for unsuccessful applications, after which it will be destroyed. **For further information please refer to the Privacy Policy on the School website or contact:** Mr Duncan Lambe using the school contact details below.