

# St Paul's Catholic Primary School, Tilehurst



## SUPPLEMENTARY INFORMATION FORM (SIF) FOR ADMISSION FROM SEPTEMBER 2022

**This form should be read and completed with reference to the School's Admissions Policy.**

**This form must be returned to the School office.**

If you are expressing a preference for a place for your child at a Catholic school and wish to apply under a faith criteria, (oversubscription categories 1 –2 and 4 – 7) you should complete this Supplementary Information Form (SIF).

- The completed SIF, together with all supporting documentation (see 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 correct oversubscription category and this is likely to affect your child's chance of being offered a place.
- **The SIF must be signed and dated by a parent/carer where applicable.**
- **Remember, you MUST also complete a Common Application Form (CAF) from your Local Authority. Without a completed CAF, the submission of this form is NOT a valid application.**

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

### DETAILS OF CHILD

**(Please complete a separate form for each child applying for a place) (Please use BLOCK CAPITAL LETTERS)**

Child's Surname: \_\_\_\_\_ Forenames: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

### DETAILS OF PARENT/CARER

Parent/Carer Name: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Religious Status of child (please indicate by a tick in the appropriate box):

- Catholic
- Unbaptised child of baptised Catholic parent
- Member of other Christian denomination
- Member of Eastern Christian Church
- Member of other faith
- Catholic parish in which your child lives (if applicable) .....

### **For School Use Only**

Date received: ...../...../..... Category: .....

Documents received: 1. .... 2. ....

# St Paul's Catholic Primary School, Tilehurst



## SUPPORTING DOCUMENTATION

It is strongly recommended that all supporting documentation requested below is supplied. Failure to submit this information will prevent your child being placed in the correct oversubscription category and may result in the application not being successful.

**All documents should be provided at the same time as this form is returned to the school.**

## APPLICATION FOR A CATHOLIC CHILD or UNBAPTISED CHILD OF A CATHOLIC PARENT

### Evidence of Catholic Baptism/Reception

- A copy (not the original) of the child's (or, if applicable, the parent's) Baptism certificate OR
- A copy of Notification of Reception into full communion of the Catholic Church via the Rite of Christian Initiation. **OR**
- If no certificate is available, an original letter from the relevant parish office, on parish headed paper, confirming Baptism or Reception and containing the parish stamp or seal.  
**Letters sent by email will not be accepted.**

## APPLICATION FOR A NON-CATHOLIC PUPIL

- Member of an Eastern Christian Church: A certificate of baptism or reception into the Eastern Christian Church.
- Member of other Christian denominations/other faith: A letter confirming church membership provided by a Minister of Religion/Faith Leader.

## CHECKLIST

Have you:

- Enclosed a copy of the child's baptism certificate (where applicable)
- Enclosed a copy of parent's baptism certificate or certificate of reception into the Catholic Church (where applicable)
- Enclosed a certificate of baptism or reception into the Eastern Christian Church (where applicable)
- Enclosed a letter confirming membership of a Christian denomination or other faith (where applicable)
- **SIGNED AND DATED THE FORM YOURSELF? The SIF is not valid without a parent/carer's signature.**
- Completed and returned your local authority's CAF (Common Application Form)

**Unfortunately, the school is not allowed to check or advise on completion of this form. Parents/guardians are wholly responsible for completing the form correctly, signing and dating it, and submitting it within the published timeframe together with all the supporting documentation required.**

### **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 any place offered will be withdrawn if I give false information, even if my child has started at a new school.**

Signature of parent/carer:

Print name:

Date:

## Notes

### 1. Evidence of Catholic Baptism

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, who can consult with the diocesan Catholic Academies and Schools Office if they need further guidance.

### 2. 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.

### 3. 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 and 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, alternatively the letter may be signed electronically and emailed direct to the school from the minister/faith leader's or church's email account.

**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 Paul's Catholic Primary School, City Road, Tilehurst, Reading RG31 4SZ
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 Thomas Ng and you can contact him with questions relating to our handling of the data. You can contact them by calling the School Office on 0118 942 2003
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 by contacting the School via the School Office following the Complaints Procedure, details of which can be found on the School Web site. 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).