

Diocese of Westminster
Catholic Primary Schools

Supplementary Information Form – PLEASE RETURN THIS FORM TO THE
SCHOOL BY 15TH JANUARY 2024



St. Theresa's Catholic Primary School

East End Road, Finchley, London, N3 2TD

Telephone: 020 8346 8826 Email: office@sttheresas.barnetmail.net

Application to School 2024 – 2025

Child's Details

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

Parent/Carer Details

Parent(s)/Carer(s) name:	
Address (if different from above):	
Telephone number:	
Email (block letters please):	

Details of Religion

Religion of child: (Please tick)	Catholic	Other Christian (name of denomination e.g. Methodist)	Other faith
Catholic Parish you live in:			

Church where child was baptised and date of baptism: (baptism certificate required)	
Names of siblings who will be attending this school at the date of admission:	
Is your child 'looked after' by the local authority, adopted having previously been 'looked after' or subject to a 'child arrangements' or special guardianship order? Or has been in state care outside of England and ceased to be in state care as a result of being adopted? <i>(Please circle your response)</i>	YES NO
Does your child have an exceptional medical, pastoral or social need that can only be met by attendance at this school? Please circle. (Professional evidence will be required at time of application)	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:

- Applicants from other Christian denominations and other faiths may attach either a certificate of baptism or a letter confirming membership of that faith community, from their minister or religious leader.
- You **must** complete your local authority's eAdmissions Form by 15th January 2024. If you do not do this, you will not be offered a place.

Checklist:

Have you enclosed? Copy of baptism certificate (where necessary)
Evidence of exceptional need (where appropriate)
Copy of council tax bill **or** tenancy agreement
Copies of 2 utility bills (same utility, periods most recent to time of application)
Proof of child's date of birth

Have you completed your local authority's Online Application form?

For Office use only:	
Sib:	<input type="checkbox"/>
3P.	<input type="checkbox"/>
OP.	<input type="checkbox"/>
Oth.	<input type="checkbox"/>
App. Form.	<input type="checkbox"/>
Bapt.Cert.	<input type="checkbox"/>
Geog.	

ADMISSIONS PRIVACY NOTICE FOR ST. THERESA'S CATHOLIC PRIMARY SCHOOL

St. Theresa's 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 school 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 local authority, 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 8 years, after which it will be destroyed.

For further information please refer to the Privacy Policy on the School website or contact the Headteacher tel: 020 8346 8826 email: office@sttheresas.barnetmail.net