



St. Theresa's Catholic Primary School

East End Road, Finchley, London, N3 2TD

Telephone: 020 8346 8826 Email: [office@sttheresas.barnetmail.net](mailto:office@sttheresas.barnetmail.net)

**Application to School 2025 – 2026**



### 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):	

### Religious Status of Child (please indicate by placing a tick in the appropriate box)

Criteria	Tick Box	Evidence: insert details in accordance with the Notes below
1. Baptised Catholic Children <sup>1</sup>	<input type="checkbox"/>	
2. [Other] Catholic	<input type="checkbox"/>	
3. Catechumen	<input type="checkbox"/>	

<sup>1</sup> See notes 1

4. Member of an Eastern Christian Church	<input type="checkbox"/>	
5. Member of other Christian denomination	<input type="checkbox"/>	
6. Member of other faith	<input type="checkbox"/>	

## Notes

### 1. Evidence of Catholic Baptism

If an 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.]

### 2. Evidence for Catechumens

If an application is being made for a place at the school for a catechumen evidence of their being a member of the catechuminate of a Catholic Church will be required. A certificate of reception into the order of catechumens should be provided at the same time as this form is returned to the school.

### 4. Evidence of Membership of an Eastern Christian Church

If an 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.

### 4. Evidence for Other Christian Denominations and Other Faiths

If an application is being made for a place at the school as a member of another Christian denomination or another faith evidence confirming membership of that Christian denomination or faith, and signed by the appropriate minister of religion or faith leader, will be required. The evidence should be provided at the same time as this form is returned to the school.

Catholic Parish you live in:	
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>	<b>YES</b> <b>NO</b>

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)	
<b>YES</b>	<b>NO</b>

**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:

- You **must** complete your local authority's eAdmissions Form by 15<sup>th</sup> January 2025. 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

In compliance with the UK General Data Protection Regulation (UK 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 Our Lady of Lourdes Primary School, Bow Lane, Finchley, London, N12 0JP.
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:  
Chorus Advisers  
email: [dpo@chorusadvisers.co.uk](mailto:dpo@chorusadvisers.co.uk)
4. We require the information we have requested for reasons relating to our functions as the admission authority of the school/academy.
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 UK 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 UK GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of domestic law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the UK GDPR).
8. If the application is successful, the information you have provided on this form will be migrated to the school's/academy's enrolment system, and the data will be retained and processed on the basis of the school's/academy'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/academy may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the school's/academy's data retention policy.
10. To read about your individual rights you can refer to the school's/academy's fair processing notice and data protection policies.
11. 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 following our Complaints Policy; it can be found on the school website (<https://www.ololbarnetschool.org.uk/Policies/>)
12. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioner's Office via their website at: [ico.org.uk](http://ico.org.uk).

In compliance with the UK General Data Protection Regulation (UK 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. Theresa's Catholic Primary School, East End Road, Finchley, London, N3 2TD.
  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:  
Chorus Advisers  
email: [dpo@chorusadvisers.co.uk](mailto:dpo@chorusadvisers.co.uk)
  4. We require the information we have requested for reasons relating to our functions as the admission authority of the school/academy.
  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 UK 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 UK GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of domestic law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the UK GDPR).
  8. If the application is successful, the information you have provided on this form will be migrated to the school's/academy's enrolment system, and the data will be retained and processed on the basis of the school's/academy'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/academy may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the school's/academy's data retention policy.
  10. To read about your individual rights you can refer to the school's/academy's fair processing notice and data protection policies.
  11. 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 following our Complaints Policy; it can be found on the school website (<https://www.st-theresas.barnet.sch.uk/school/policies/>)
  12. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioner's Office via their website at: [ico.org.uk](http://ico.org.uk).
-