

ST. WALBURGA'S CATHOLIC PRIMARY SCHOOL

Supplementary information form for admission from September 2021

CHILD'S FULL NAME _____ DATE OF BIRTH _____

CHILD'S RESIDENTIAL ADDRESS _____

_____ POSTCODE _____

TEL NO _____ MOBILE _____ SIGNATURE _____

PARENTS' NAME (PRINT) _____ DATE _____

CONFIRMATION OF RELIGIOUS PRACTICE:

Section below to be completed by Parish Priest/Leader for applications in categories 1,2,3,4,5,6,7,9 & 11

Baptised Catholic Child	Signature of Parish Priest/ Leader Please sign one box:
The above named (parent) has been attending my church regularly (weekly attendance at Sunday (or Saturday evening) Mass) during the past 12 months	
The above named (parent) has been attending my church occasionally (at least monthly attendance at Sunday or Saturday evening Mass)	
The above named (parent) does not attend my church or attends irregularly (attendance at Sunday or Saturday evening Mass less than monthly)	
Child committed another Christian tradition	Signature of Parish Priest/ Leader Please sign below:
The above named (parent) has been attending my church regularly during the past 12 months	

Parish Priest/ Leader to complete:

I verify that the applicant is a worshipping member of our religious community and that their practice is as indicated in the table above:

SIGNATURE: _____ DATE: _____

PRINTED NAME OF SIGNATORY _____

CHRISTIAN DENOMINATION/FAITH _____

NAME OF PARISH/PLACE OF WORSHIP (AND OR STAMP)

OFFICIAL PARISH STAMP

DOCUMENTATION REQUIRED IN SUPPORT OF APPLICATION:

Categories 1 and 8:

Confirmation from the Local Authority that the child is currently or was previously Looked After. In the case of previously looked after children, a copy of the adoption order, residence order or special guardianship order and a letter from the Local Authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

Categories 1, 2, 3, 4, 5, 6 and 7:

Child's Baptismal Certificate (or letter stating the child has been received into the Catholic Church) and signature of Priest on the Supplementary Information Form (SIF) confirming Mass attendance

Category 9 and 11:

Signature of Christian tradition leader on the Supplementary Information form confirming the child is a practising member of the Christian tradition.

Applications must be completed using the Primary Preference Form which is available online at www.bournemouth.gov.uk or from schools, nurseries and playgroups by 15th January 2021

Other supporting documentation must be received by the School by 15th January 2021.

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 Walburga's Catholic Primary School, Malvern Rd, Bournemouth, BH9 3BY
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 Miss Rose Prince and you can contact them with questions relating to our handling of the data. You can contact them via the School Office.
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 following the procedure outlined on our website. If you are unhappy with how your complaint has been handles, you can contact the Information Commissioners Office via their website at: ico.org.uk.