



Diocese of Portsmouth

ST EDMUND'S CATHOLIC PRIMARY SCHOOL

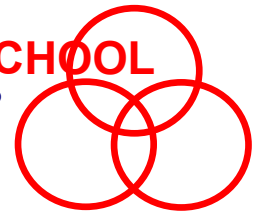
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www.st-edmunds-rc.oxon.sch.uk

Headteacher : Mrs E Kirwan



ADMISSIONS 2024 – 2025

SUPPLEMENTARY INFORMATION FORM

Please complete all relevant sections – incomplete applications will affect the ranking of your application.

When completed, this form and supporting documentation (see Section B) must be returned to:

‘Admissions 2024’

St Edmund’s Catholic Primary School

At the above address

By: 12 noon on 15th January 2024

If you are applying for a place outside the normal admission period, please return this form and supporting documentation within 10 working days of receipt of this form.

For Office use only

Date of SIF received:

Baptismal Certificate included: YES/NO

Initials:

Section A

| |
|---|
| Name of Child: |
| Date of Birth: |
| Home Address: |
| Post Code: |
| Telephone numbers: Day: Evening: |

Section B

| | Categories | Tick the category that applies to your application |
|----|--|---|
| 1* | Catholic looked after ¹ and previously looked ² after children | |
| 2* | Catholic siblings of children attending St Edmund's School at the time of admission | |
| 3* | Other Catholic children | |
| 4 | Other looked after children and previously looked after children | |
| 5 | Other siblings of children attending St Edmund's School at the time of admission | |
| 6* | Non-baptised children of a baptised Catholic parent | |
| 7 | Children of families of other Christian Churches <i>(please complete Section C)</i> | |
| 8 | Children of families of other faiths <i>(please complete Section C)</i> | |
| 9 | Other applicants | |

***Supporting documentation required:** Copy of Child's Baptismal Certificate for Categories 1, 2 and 3
Copy of Parent's Baptismal Certificate for Category 6

¹ **Looked after children:** These are children (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function (e.g., child with foster parents) at the time of making an application to school.

² **Previously Looked After Children** These are children who were 'looked after' but immediately moved on from that status after becoming subject to an adoption, child arrangements for special guardianship order. Previously looked after children also includes those children who appear (to the governing body) to have been in state care outside of England and ceased to be in state care as a result of being adopted. The school may request 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/she was looked after immediately prior to that order being made.

Section C - STATEMENT BY THE CHURCH /FAITH LEADER

This section must also be completed by the minister or leader of the congregation if either of the boxes 7 or 8 in Section B have been ticked.

I confirm that the family is a member of the following Christian or faith tradition:

.....

Signature:

Printed name and title of signatory:

Name of Church:

Section D

Signature of Parent/Guardian:

Printed name of Parent/Guardian:

Date:

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 Edmund's Catholic Primary School, Abingdon
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 Mrs C Lomas and you can contact them with questions relating to our handling of the data. You can contact them by email at office.3856@st-edmunds-rc.oxon.sch.uk
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 Nicola Cook, Data Protection Officer by email at nicola@schoolsdpo.com . 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