



St Joseph's Catholic Primary School

Admission Arrangements for the academic year 2022-2023



Supplementary Information Form

The ethos of these schools is Catholic. The schools were founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed on the school's criteria document. The schools are conducted by the Board of Directors as part of the Catholic Church in accordance with its Articles of Association, and seek at all times to be a witness to Our Lord Jesus Christ. We aim to provide a Catholic education for all our pupils, and Catholic doctrine and practice permeate every aspect of school activity. It is essential that the Catholic character of school education be fully supported by all families in any of the schools. All parents are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of a parent who is not of the faith to apply for a place for their child at the school.

Child's Surname:		Child's First Name(s):	
Address: Please enclose evidence of residency i.e. Council Tax			
Contact Number:			
Date of Birth and Current Year Group:		Parish in which you actually live:	

If the above child has a brother or sister currently attending St. Joseph's Catholic School, please give the details below:

Surname:		Forenames:	
Surname:		Forenames:	
Surname:		Forenames:	

Please tick the appropriate boxes below:

Is the above named child a Baptised Catholic or have they been received into the Catholic Church?	Yes*	No	
Is the certificate of Catholic Baptism or Reception into the Catholic Church attached? (see oversubscription Note 2)	Yes	No*	
Is a Certificate of Catholic Practice attached? (see oversubscription Note 3)	Yes	No*	
Has proof of Address been provided?	Yes	No	

*A Certificate of Catholic Baptism or Reception into the Catholic Church and a Certificate of Catholic Practice are required in order for the Board of Directors to give your application the correct priority. Failure to provide evidence of Catholic Baptism or Reception in the Church and a Certificate of Catholic Practice may adversely affect your child's chances of getting a place at the school of your choice. **The Certificate of Catholic Practice can only be obtained from a Catholic Priest and must be attached to a SIF form when making an application.**

Please note that as well as completing this Supplementary Application Form, **parents must also complete an application to the Local Authority** in order for the application to be complete. This Supplementary Information Form is only for school use and, in conjunction with the application to the Local Authority, it is designed to enable the Board of Directors to rank applicants using the published oversubscription criteria. This Supplementary Information Form must be returned directly to St Joseph's Catholic Primary School, Little Sutton Lane B75 6PB by 15th January 2022.

Please note that this is NOT the application to the local authority. As well as completing this Supplementary Application Form and returning it directly to the school of your choice, you MUST also apply to the Local Authority, otherwise your application will be deemed incomplete and therefore invalid.

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 for on this form.

1. We are St Joseph’s Catholic Primary School at Little Sutton Lane, Sutton Coldfield, B75 6PB
2. Being a Catholic education provider, we work closely with the School’s Diocesan Authority, the School’s Trustees, the Local Authority, the Birmingham Diocesan Education Service and the Department for Education and may share the information you provide on this application form if we consider it necessary in order to fulfil our functions.
3. The person responsible for data protection within our school is Mr M Emery (DPO) and you can contact them with questions relating to our handling of the data. You can contact them by **dpo@sjp2.net**
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 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 your individual rights you can refer to the school’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 to our organisation by following the School’s Complaint Policy obtained at the main office. 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

I confirm that I have read the Admissions Policy of the school 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, the Board of Directors may withdraw any offer of a place even if the child has already started school.

Name of person completing this form/relationship to child.....

Signature.....Date.....

If your application goes to Appeal your data will be shared with an Appeal Panel.

Please see our privacy notice for current Appeal Panel details.