

**Diocese of Westminster**

**Catholic Primary Schools**

**Supplementary Information Form 2022– 2023**



**This application form must be returned to the school by 15<sup>th</sup> January 2022**

**School applying to: ST ANSELM'S CATHOLIC PRIMARY SCHOOL  
Roxborough Park, Harrow, HA1 3BE**

**Child's Details**

Child's Surname:	
Child's Christian or other first name:	
Home Address:	Date of Birth:
	Post code:
Parent/Carer's name:	
Address:	
Telephone number:	

**Details of Religion**

Religion of child: (Please tick)	Catholic	Other Christian (name of denomination e.g. Methodist)	Other faith
Catholic Parish you live in:			
Catholic Church where child was baptised and date of baptism: (Catholic baptism certificate required)			
Name and position of priest supplying Certificate of Catholic Practice: (where appropriate)			

**To be completed by the school office – ST ANSELM'S CATHOLIC PRIMARY SCHOOL**

**Supplementary Information Form ACKNOWLEDGEMENT OF RECEIPT  
For admission 2022-23**

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Date of receipt: \_\_\_\_\_ Signed: \_\_\_\_\_

Does the child have a sibling at this school who will still be attending at date of admission: <b>September 2022</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
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**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:

- Where applicable parents can obtain a Certificate of Catholic Practice from the parish where the family normally worships.
- Applicants from other Christian denominations and other faiths may attach either a certificate of baptism or a letter showing membership of the particular faith community from their minister or religious leader.
- You must complete your local authority's application form online by the closing date. If you do not do this you will not be offered a place.

**Checklist:**

- Have you enclosed?
- Original Baptism Certificate (Where applicable)
  - Certificate of Catholic Practice (Where applicable)
  - Evidence of exceptional need (where appropriate)
  - Original Proof of address (current Council Tax Statement)

**Have you completed** your local authority's Common Application Form?

*The school is committed to protecting the information provided by parents/carers and using it only for the purpose for which it was obtained. For information on the school's Privacy Notice please see below.*

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 Anselm's Catholic Primary School, Roxborough Park, Harrow On The Hill, HA1 3BE.**

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.

2. The person responsible for data protection within our organisation is Alison Jones and you can contact Mrs Jones with questions relating to our handling of the data. by Tel: 020 8422 1600 or Email: [dpo@stanselms.harrow.sch.uk](mailto:dpo@stanselms.harrow.sch.uk)
3. We require the information we have requested for reasons relating to our functions as the admission authority of the School.
4. 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).
5. 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.
6. 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).
7. 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.
8. 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.
9. To read about your individual rights you can refer to the School's fair processing notice and data protection policies.
10. 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 contacting Deputy Head Teacher c/o the School 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](http://ico.org.uk).

## ADMISSIONS PRIVACY NOTICE FOR ST ANSELM'S CATHOLIC PRIMARY SCHOOL

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St Anselm'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 London Borough of Harrow/St Anselm's Catholic Primary 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 LA, 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**