

Child's Name (in full) .....

## ST THOMAS OF CANTERBURY CATHOLIC PRIMARY SCHOOL



*"God is at the heart of each of us and at the heart of everything we do."*

### SUPPLEMENTARY INFORMATION FORM FOR ADMISSION TO THE SCHOOL IN SEPTEMBER 2020

- Please return this form, to the school, by **4.30 pm on 15<sup>th</sup> January 2020**
- You must also complete the Isle of Wight Common Application Form by the published closing date of **midnight on 15<sup>th</sup> January 2020**. The form is available on-line by accessing the Local Authority's website: [www.iwight.com/schooladmissions](http://www.iwight.com/schooladmissions) or in hard copy format which can be requested from the Admissions Office, Children's Services, County Hall, Newport, Isle of Wight PO30 1UD (Telephone (01983) 821000).
- If you are applying to more than one Catholic Primary school you will need to complete a separate Supplementary Information Form for each school.
- If you do not complete this form and return it to the school, with all supporting documentation, **by the above closing date**, your child will not be placed in the appropriate faith criteria and this is likely to affect their chance of being offered a place.

**ISLE OF WIGHT CATHOLIC PRIMARY SCHOOL**  
**SUPPLEMENTARY INFORMATION FORM FOR ADMISSION TO THE SCHOOL IN**  
**SEPTEMBER 2020**

**Please read the Admissions Policy enclosed with this form, answer all the questions below and then return to the school with any relevant documentation such as a Baptism Certificate by the closing date.**

**SECTION 1 – CHILD’S DETAILS** We are applying for a school place for: -

Child’s Name (in full) .....

Child’s Date of birth .....Male or Female.....

Address.....

.....Post Code.....

Details of any siblings who will be attending St Thomas of Canterbury Catholic Primary School in September 2020 and lives permanently at the same address as the child named above.

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Religious Status of your child (please indicate by a tick in the appropriate box and support with relevant documentation such as a Baptism Certificate etc):

1. Baptised Catholic

2. Member of other Christian denomination

3. Member of other faith

Catholic parish in which your child lives .....

**SECTION 2 – CATHOLIC PARENTS/GUARDIANS/GRANDPARENTS - Please complete this section if applying under Category E.**

Has any parent/guardian of the child or one of their grandparents been baptised in the Catholic Church?

Yes  No

If yes, please supply the following details of and enclose a Catholic Baptism Certificate or a letter of confirmation of Baptism from the relevant Catholic church.

Name .....Relationship to child.....

Date of Catholic Baptism.....

Place of Catholic Baptism.....

## DECLARATION

Any offer of a place will be on the basis that the information supplied is accurate and up to date. Please read the declaration below and sign the form.

I confirm that:

1. I have read the Admissions Policy of the school and certify that the information given on this form is correct.
2. I understand that any place offered will be withdrawn if I give false information, even if my child has started at a new school.

Signature of parent/carer

Print name

Date

Telephone Number .....

Email Address

Mobile Number .....

### Checklist - have you enclosed (where applicable)

- Copy of baptism certificate or certificate of reception into the Catholic church.
- Copy of Baptism Certificate or letter from your Minister of Religion confirming your child's Membership of other Christian denomination or other faith.
- Have you completed and returned the Local Authority's Common Application Form (see page 1 of this form for further details)?

**Please ensure you return this form and supporting documentation to the school by 4.30 pm on 15<sup>th</sup> January 2020**

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 Thomas of Canterbury Catholic Primary School, High Street, Carisbrooke, Isle of Wight, PO30 1NR.
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 Helen Miles, and you can contact them with questions relating to our handling of the data. You can contact them by email on [dpo@iow.gov.uk](mailto:dpo@iow.gov.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 completing the complaint form in the Complaints Policy which can be found on the school website <http://www.stthomasofcantrecpri.iow.sch.uk/policies/>. 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](http://ico.org.uk).