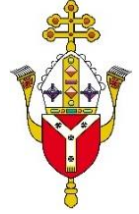




**Diocese of Westminster
Catholic Primary Schools
Supplementary Information Form 2024 – 2025**



St Martin of Porres Catholic Primary School

Blake Road, New Southgate, London N11 2AF

Website: www.stmartinofporres.co.uk

Email: admin@st-martinporres.haringey.sch.uk

Phone: 0208 361 1224

Please return this form to the School by 12th January 2024 at the latest

Child's Details

Child's First Name	
Child's Surname	
Date of Birth	
Home Address *	
Post Code	

Parent / Carer Details

Parent/ Carer's Name	
Address (if different from above)	
Telephone No.	
Alternative Contact Details	

Details of Religion

	Catholic	Other Christian <small>(Name of denomination; eg Baptist)</small>	Other Faith
Religion of Child (Please Tick)			
Church where Child was Baptised and Date of Baptism (<i><u>Baptism Certificate Required</u></i>)			

Name of brothers and/or sisters at this school who will still be attending at the date of admission	Name	Year
Is your child 'looked after' by the LA, adopted having previously been 'looked after' or has your child been made subject to child arrangement orders or special guardianship orders?	Yes	No
	If yes, please provide evidence with this application.	
Does your child have exceptional medical, pastoral or social needs that can only be met by attendance at this School? Please circle. Professional evidence will be required with application.		
YES NO		

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:

- Applicants from other Christian denominations or other faiths may attach either a certificate of baptism or a letter from their minister or religious leader confirming membership of that faith community.
- You **must** complete your Local Authority's Common Application Form (CAF) online by the closing date. If you do not do this you will **not** be offered a place.

Checklist:

Have you enclosed (where appropriate)?

- Baptism Certificate (where necessary)
- Evidence of Exceptional need (where appropriate)
- Proof of Address (utility bill or other document issued within the last 3 months)
- Letter from minister or religious leader confirming membership of a faith community (if necessary)

Have you completed your Local Authority's Online 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 read the attached 'Admissions Privacy Notice'. Further information may be obtained by visiting the school website at www.stmartinofporres.co.uk or by contacting Caroline Collins at the school at admin@st-martinporres.haringey.sch.uk

Procedure:

- The school will not accept photocopies; only original documents will be accepted.
- Applications for admissions should be made on the following forms:
 1. The online Local Authority Common Application Form (CAF) to be completed by **12th January 2024**
 2. The school's Supplementary Information Form (SIF) to be returned to the Head teacher at the school by **12th January 2024**
- All supplementary information forms may be handed in to the school in person, or the forms can be posted to the school. The school will not accept responsibility for forms lost in the post.
- The closing date for applications to the school is **12th January 2024**. Applications received after this date will be dealt with in accordance with the Admissions Criteria, a copy of which is enclosed with the supplementary information form.
- Have you READ the Admissions Criteria? Yes / No It is important you do so.
- The Admissions Committee has the right to withdraw an offer of a place if it discovers any attempt to mislead them in the application.
- The Admissions Committee reserve the right, to seek independent verification of any details supplied on / with the supplementary form.
- All applicants have a right of appeal if they disagree with the decision of the Admission Committee.
- If you are in the process of moving house, please inform the school in writing. You will be required to provide evidence of the move.
- If the number of applicants exceeds the number of published places available, then the over-subscription criteria will be applied.
- The over-subscription criteria forms part of the overall Admissions Criteria, a copy of which is enclosed with your supplementary information form.
Please read this part of the criteria very carefully.

* **Home Address** - this refers to the address where the child usually lives with a parent or carer and will be the address provided on the Common Application Form (CAF) for the Local Authority.

Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given on the CAF, provided the child resides at that address for any part of the week.

The address of another relative or a temporary address is not acceptable. Any attempt to mislead the school may result in the withdrawal of an offer of a place, particularly where proximity to the school forms part of the governing body's policy of admission.

Only one signature is required; either parent or guardian may sign.

ADMISSIONS PRIVACY NOTICE FOR St Martin of Porres Catholic Primary School

St Martin of Porres 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 Local Authority, Haringey, and the School, St Martin of Porres Catholic Primary School, are 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 or contact: Caroline Collins at admin@st-martinporres.haringey.sch.uk

General Data Protection Regulations (GDPR) and the Data Protection Act 2018

In compliance with the General Data Protection Regulations (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 Martin of Porres Catholic Primary School, Blake Road, New Southgate, London N11 2SU
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 that you provide on this application form if we consider it necessary to fulfil our functions.
3. The person responsible for data protection within our organisation is the school administrative officer and you can contact them in person, in writing, by telephone or email with questions relating to our handling of the data.
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 any 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 safeguards (Article 9 (2)(g) of the GDR)
8. If the application is successful, the information that 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 the data.
9. If the application is unsuccessful the application and any documents submitted 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 the school by following the complaint procedure. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioner's Office via their website at: ico.ork.uk

I confirm that I have read the Admission Policy of the school and that the information I have provided is correct. I understand that I must contact the school immediately if there is any change to these details and that should any information I have given be inaccurate the governing body may withdraw any offer of a place even if the child has already started school.

Signed.....

Date.....