

**Diocese of Westminster
Catholic Primary Schools
Supplementary Information Form 2021 - 2022**



Name and Address of School: Our Lady of the Visitation Catholic Primary School

Child's Details

Child's surname:	
Child's Christian or other first name:	
Home Address:	Date of Birth:
	Postcode:

Parent/Carer Details

Parent(s)/Carer(s) name:	
Address:	
Telephone number:	
Alternative contact details:	
Name:	
Address:	
Telephone number:	

Details of Religion

Religion of child: (Please tick)	<input type="checkbox"/> Catholic	<input type="checkbox"/> Other Christian (name of denomination e.g Methodist)	<input type="checkbox"/> Other faith
Catholic Parish you live in:			
Church where child was baptised and date of baptism: (baptism certificate required)			
Name and position of priest providing Certificate of Catholic Practice or religious leader supplying letter confirming membership: (where appropriate)			

FOR OFFICE USE ONLY Criteria () Signatures / /
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Names of brothers or sisters at this school who will still be attending at date of admission:	
Is your child 'looked after' by the Local Authority, adopted or subject to a residence* or special guardianship order*? <i>Please circle your response.</i> *(immediately following being 'looked after')	YES NO

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.)	
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:

- Where applicable, parents can obtain a Certificate of Catholic Practice from the church they normally worship at.
- Applicants from other Christian denominations and other faiths may attach either a certificate of baptism or a letter confirming membership from their minister or religious leader.
- You **MUST** also apply to your home Local Authority on-line via www.eadmissions.org.uk If you do not do so, you will not have made a valid application and will NOT be offered a place.

Checklist:

Have you enclosed? Copy of baptism certificate (where necessary)
 Copy of Proof of Birth
 Certificate of Catholic Practice (where necessary)
 Evidence of exceptional need (where necessary)
 2 proofs of address

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.

ADMISSIONS PRIVACY NOTICE FOR OUR LADY OF THE VISITATION CATHOLIC PRIMARY SCHOOL

Our Lady of the Visitation 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 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 3 years, after which it will be destroyed.

For further information please refer to the Privacy Policy on the School website or contact: Ms Karen Franey on 0208 575 5344 or admin@olovrc.com