

**St. Joseph Catholic Primary Schools
Supplementary Information Form (SIF) 2023-24**

The information requested on this Supplementary Information Form (SIF) is to enable governors to rank your application according to the over-subscription categories in the school admission policy. Please read St. Joseph's Catholic Primary School Admission Arrangements 2023-24, noting in particular any faith criteria, before completing this form.

It is not obligatory to complete a SIF, however if additional information is not provided, the application will be ranked purely on information contained on the Common Application Form (CAF) provided to the LA and this may affect your child's chance of being offered a place.

If you are applying to more than one Catholic school or academy you will need to complete a separate SIF for each school / academy.

When completing your CAF it is important that you provide details of any siblings (brothers or sisters) who will be attending St. Joseph's Catholic Primary School at the time of admission. If this information is not provided, the governing body of St. Joseph's Catholic Primary School may not be able to place your child within the correct category.

SURNAME OF CHILD:	FIRST NAME(S) OF CHILD:
ADDRESS OF CHILD:	
<u>Please tick one box</u> to indicate under which category you are applying:	
<input type="checkbox"/>	1. Catholic looked after children and previously looked after children.
<input type="checkbox"/>	2. Catholic children with a sibling on roll at the time of the admission. (please complete section A overleaf)
<input type="checkbox"/>	3. Catholic children who live in the Parish Community of St Joseph and St Margaret Clitherow, Bracknell. (please complete section A overleaf)
<input type="checkbox"/>	4. Catholic children who live in other Parishes. (please complete section A overleaf)
<input type="checkbox"/>	5. Other looked after children and previously looked after children.
<input type="checkbox"/>	6. Non-Catholic children with a sibling on roll at the time of the admission.
<input type="checkbox"/>	7. Children who are members of other Christian denominations. (see www.cte.org.uk). (please complete section B overleaf)
<input type="checkbox"/>	8. Children of other faith traditions. (please complete section B overleaf)
<input type="checkbox"/>	9. Any other children
PLEASE COMPLETE SECTION A OR B AS APPLICABLE AND THE PARENTS / CARERS DECLARATION ON PAGE 3.	

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SECTION A

Category 2 – 4

If an application is being made for a place at the school for a Catholic child evidence of Catholic baptism or reception into the Church is required. A copy of a certificate of baptism or certificate of reception into full communion of the Catholic Church should be provided at the same time as this form is returned to each school / academy.

Please complete and sign the form below and hand it to your Parish Priest, or the Priest at the church at which you normally attend Mass. They will complete the form and return it to you.

If you have recently moved into the area please request the Priest at the church you formerly attended Mass to complete the form. This form then needs to be handed in at each school / academy with original documentation supporting the application.

Please tick one box only referring to your attendance at Mass for the previous 12 months:

<input type="checkbox"/>	I/We attend Mass regularly – attendance at Sunday (or Saturday evening) Mass weekly .	<u>Parish Priest signature:</u>
<input type="checkbox"/>	I/We attend Mass occasionally - attendance at Sunday (or Saturday evening) Mass at least monthly .	<u>Parish Priest signature:</u>
<input type="checkbox"/>	I/We attend Mass irregularly – attendance at Sunday (or Saturday evening) Mass less than monthly or not at all .	<u>Parish Priest signature:</u>

Note: In the event that during any period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance **will only apply to the period when the church [or relevant place of worship] or alternative premises have been available for public worship.**

If the church, relevant place of worship or alternative premises have been **unavailable to the public for Sunday Mass for the entire period covered by this policy then this oversubscription criteria will not apply.**

To be completed by a Catholic Priest only

I confirm, to the best of my knowledge, the above statement. I have signed the regularity of practice indicated above. The child is a baptised Catholic/has been received into the Catholic Church.

<u>Priest signature:</u>	<u>Parish stamp / seal:</u>
<u>Date:</u>	
<u>Print name:</u>	
<u>Parish:</u>	

NOTE: Where it is not possible for the priest to physically sign the form an email confirming the applicant's attendance may be signed electronically and emailed direct to the school from the priest's or church's email account.

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SECTION B

Category 7 and 8

If an application is being made for a place at the school as a member of another Christian denomination or another faith a letter confirming membership of that Christian denomination or faith and signed by the appropriate minister of religion or faith leader, will be required. The letter should be provided at the same time as this form is returned to the school, alternatively the letter may be signed electronically and emailed direct to the school from the minister / faith leader's or church 's email account.

Please circle which category you are applying under and complete as appropriate.

7	We are members of a Christian denomination	Please name church or faith:	Letter attached: Y / N
8	We are members of another faith	Please name church or faith:	Letter attached: Y / N

NOTE: If no letter from the appropriate minister of religion or faith leader is provided, the application will be placed in category 9.

TO BE COMPLETED BY ALL APPLICANTS

PARENT / CARERS 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 I have read the Admissions Policy 2023-24 of the school and certify that the information given on this form is correct. I understand that any place offered will be withdrawn if I give false information, even if my child has started school.

Signature of Parent / Carer :

Print name:

Date:

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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.

We are St Joseph's Catholic Primary School, Gipsy Lane, Bracknell, Berkshire. RG12 9AP

1. 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:

St Joseph's Catholic Primary School – Data Protection Education.
and you can contact them by telephone and/or email with questions relating to our handling of the data.
 - St Joseph's Catholic Primary School –email dpo@dataprotection.education
3. We require the information we have requested for reasons relating to our functions as the admission authority of the Schools.
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 schools 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 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 organisations by completing a Concern Form obtainable from the school offices.

If you are unhappy with how your complaint has been handled, you can contact the Information Commissioners Office via their website at: www.ico.org.uk