

**St. Joseph and St. Margaret Clitherow Catholic Primary Schools  
Supplementary Information Form 2021 – 2022**

The information requested on this form is to enable governors to rank your application according to the over-subscription categories in the school admission policy, it is not obligatory. However, a copy of the SIF should be submitted to each Catholic school named on the LAs CAF.

SURNAME OF CHILD

FIRST NAME(S) OF CHILD

HOME ADDRESS

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 the each school.

**Please tick the relevant box to indicate under which category you are applying:**

- 1. Catholic looked after children and previously Catholic looked after children.
- 2. Catholic children with a sibling on roll at the time of the admission.
- 3. Catholic children who live in the Parish Community of St Joseph and St Margaret Clitherow, Bracknell.
- 4. Catholic children who live in other Parishes.

**NOTE :** when completing the Common Application Form it is important that you provide details of any siblings (brothers or sisters) who will be attending the Catholic school at the proposed time of admission. If this information is not provided, the admission authority of the Catholic school may not be able to place the application within the correct criteria.

**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.** He 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 with original documentation supporting the application.

**Please tick the box** referring to your attendance at Mass for the previous 12 months.

**Please Tick one  
One box only**

**Parish Priest to sign**

I/We attend Mass regularly – attendance at Sunday (or Saturday evening) Mass **weekly**

I/We attend Mass **occasionally** - attendance at Sunday (or Saturday evening) Mass **at least monthly**

I/We attend Mass irregularly – attendance at Sunday (or Saturday evening) Mass **less than monthly or not at all**

**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.

**Priest's Name**

**Parish Priest to seal / stamp:**

**Parish**

**Address**

**Priest's Signature**

**Date**

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 2021-22 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 .....

**Please Turn Over for Categories 5, 6, 7 and 8**

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SURNAME OF CHILD	FIRST NAME(S) OF CHILD
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HOME ADDRESS

**Please tick the relevant box to indicate under which category you are applying:**

- 5. Other looked after children and previously looked after children.
- 6. Non-Catholic children with a sibling on roll at the time of the admission.
- 7. Children who are members of other Christian denominations. (see [www.cte.org.uk](http://www.cte.org.uk))
- 8. Children of other faith traditions.

**NOTE:** when completing the Common Application Form it is important that you provide details of any siblings (brothers or sisters) who will be attending the Catholic school at the proposed time of admission. If this information is not provided, the admission authority of the Catholic school may not be able to place the application within the correct criteria.

If an application is being made for a place at the school as a member of another Christian denomination or another faith please hand this form to your minister or equivalent who will complete the form and return it to you. This form then needs to be handed in at each school with original documentation supporting the application.

**Please circle one statement only**

We are members of a Christian denomination	Please name Church or Faith
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We are members of another faith	Please name Church or Faith
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**To be completed by a Minister or Equivalent**

I confirm, to the best of my knowledge, the above statement.

**Stamp or Seal**

<b>Name</b>	
<b>Signature</b>	
<b>Position</b>	
<b>Address</b>	
<b>Date</b>	

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 2021-22 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 .....

**Please Turn Over for Categories 1, 2, 3 and 4**

# St. Joseph's and St. Margaret Clitherow Catholic Primary Schools

## Supplementary Information Form 2021-22

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 Joseph's Catholic Primary School, Gipsy Lane, Bracknell, Berkshire. RG12 9AP and St Margaret Clitherow Catholic Primary School, Pembroke, Bracknell, Berkshire. RG12 7RD a school within Frassati Catholic Academy Trust: a charitable company limited by guarantee Registered in England and Wales: Company Number: 8561153 Registered Office: Cookham Road, Maidenhead, Berkshire, SL6 7EG
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 persons responsible for data protection within our organisations are :

St Joseph's Catholic Primary School - Head of School, St Francis Catholic Primary School **or**  
St Margaret Clitherow Catholic Primary School – Data Protection Officer, Frassati Catholic Academy Trust

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 – tel 01344 425246 or email [secretary@stjosephsbracknell.co.uk](mailto:secretary@stjosephsbracknell.co.uk)
- Frassati Catholic Academy Trust c/o St Margaret Clitherow Catholic Primary School – tel 01344 424030 or email [secretary@smc-bracknell.com](mailto:secretary@smc-bracknell.com)

4. We require the information we have requested for reasons relating to our functions as the admission authority of the Schools.
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 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.
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 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](http://www.ico.org.uk)