



Diocese of Westminster
Catholic Primary Schools
Supplementary Information Form 2023 - 2024



For Office Use only :

Sibling : ☐ CCP : ☐ Parish : _____ Distance : _____
Paperwork Complete : ☐ Criterion Number : ☐ Governors Initials : _____

Name and Address of School (please return the form to this address):

St Michael & St Martin Catholic Primary School, Belgrave Road, Hounslow,
Middlesex TW4 7AG

email:admissions@stmichaelrc.hounslow.sch.uk

Learning our faith, living our faith, loving our faith

PLEASE PRINT INFORMATION CLEARLY

Child's Details

Child's Surname :	
Child's Christian Name / First Name:	
Home Address :	
Postcode	
Date of Birth :	

Parent/Carer Details

Parent(s)/Carer(s) name:	
Relationship to child:	
Address :	
Postcode :	
Telephone number:	

Alternative Parent/Carer Details

Parent(s)/Carer(s) name:	
Relationship to child:	
Address :	
Postcode :	
Telephone number:	

Details of Religion

Religion of child: (Please tick)	Catholic	Other Christian (name of denomination e.g Methodist)	Other faith
Catholic Parish you live in:			
Church where child was baptised and date of baptism: (baptism certificate required)			
Name and position of priest supplying CCP (where appropriate) :			
Names of *brothers and sisters at this school and who will be in attendance in Reception to Year 5 *Sibling mean a brother or sister (not cousin) including half / step / adoptive brother or sister who live at the same address as the applicant named on this form.		Name(s): Class of Year Group(s):	
Is your child 'looked after' by the Local Authority, adopted or subject to a child arrangements* or special guardianship order*? Please circle your response.		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 need to be provided at time of 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 my child has already started school.

Signed : _____

Date : _____

Please note:

- Where applicable parents can obtain a Certificate of Catholic Practice form from the parish in which the family normally worships or from the Diocese of Westminster website at www.rcdow.org.uk/schools (follow For parents)
- Applicants from other Christian denominations and other faiths may attach a letter confirming membership of the faith community from their minister or religious leader.
- You **must** complete your local authority's online or e-Admissions Form and return it to the council offices by the closing date. If you do not do this you will not be offered a place.

Checklist:

Have you enclosed:

- Copy of Baptism Certificate (where necessary)
- Evidence of exceptional need (where appropriate)
- Proof of address – eg., Council Tax Demand (**current year**), Utilities Bill x 2 (**dated with in the last 3 months**), Tenancy Agreement (**in date**)
- The Certificate of Catholic Practice (CCP) must now be obtained from your Parish in which you worship or from the Diocese of Westminster website. **Please note that your signed CCP must be included with your application.**

Have you completed your local authority's online or e-Admissions Form?

Agreed and Approved by the full Governing Body :

Chair of Governors :



Mr Paul Lemaire

Date :

23/03/2022



ADMISSIONS PRIVACY NOTICE **ST MICHAEL & ST MARTIN CATHOLIC PRIMARY SCHOOL**

St Michael and St Martin 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 Governing Body 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 School keep information about pupils on computer systems and sometimes on paper. Except as required by law, the School only retains information about pupils for as long as necessary in accordance with timeframes imposed by law and our internal policy. If you require further information about our retention periods, please see our school website : <https://st-michael-st-martin-catholic-primary-school.secure-primariesite.net/gdpr/>