

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



**PLEASE RETURN THIS FORM TO
THE SCHOOL BY 15TH JANUARY
2024 AT THE LATEST**

Name and Address of School:

St Mary's Catholic Primary School, Durants Road, Enfield EN3 7DE

If you are expressing a preference for a place for your child at St. Mary's Catholic Primary School in Enfield **and wish to apply under a faith criterion**, you should complete this Supplementary Information Form.

- The completed Supplementary Information Form, together with all supporting documentation (see Notes below), should be **returned to Mrs Robinson, Administrative Officer at the school** by the closing date 15th January 2024.
- If you are applying to more than one Catholic school or academy you will need to complete a separate Supplementary Information Form for each school/academy.
- **If you do not provide the information required in this form and return it to the school, with all supporting documentation, by the closing date, your child may not be placed in the appropriate faith category and this is likely to affect your child's chance of being offered a place.**
- Remember – you **must** also complete the Common Application Form.

Name of child:

Address of child:

Parent/Carer Details¹

Parent/Carer Name:

Please read the relevant school Admission Policy, noting in particular any faith criteria, and your Local Authority booklet, before completing this form.

¹ This does not require completion where an application is being made by a pupil on their own behalf for entry to year 12.

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.

Religious Status of child (please indicate by placing a tick in the appropriate box – please note that a tick should be indicated in only a single box)

Criteria	Tick Box	Evidence [insert details in accordance with the Notes below]
1. Catholic with a Certificate of Catholic Practice	<input type="checkbox"/>	
2. [Other] Catholic	<input type="checkbox"/>	
3. Catechumen	<input type="checkbox"/>	
4. Member of an Eastern Christian Church	<input type="checkbox"/>	
5. Member of other Christian denomination	<input type="checkbox"/>	
6. Member of other faith	<input type="checkbox"/>	

Catholic [Parish] [Deanery] in which your child lives:
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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.

1. We are
St. Mary’s Catholic Primary School, Durants Road, Ponders End, Enfield EN3 7DE
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 person responsible for data protection within our organisation is Rezaur Choudhury (London Borough of Enfield) and you can contact them with questions relating to our handling of the data. You can contact him via London Borough of Enfield at:

Schools.Data.Protection.Officer@enfield.gov.uk

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 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 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.

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 our organisation by e-mailing Data.ProtectionOfficerSchools@Enfield.gov.uk.

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

I confirm that I have read the Admissions Policy of the school 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, the governing body may withdraw any offer of a place even if the child has already started school.

Signed.....

Date.....