SUPPLEMENTARY INFORMATION FORM FOR ADMISSION TO A CATHOLIC SCHOOL

SUPPLEMENTARY INFORMATION FORM 2025/2026

If you are expressing a preference for a place for your child at St Joseph's Catholic Primary School, Pontefract in Wakefield Local Authority 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 the school office, St Joseph's Catholic Primary School, Newgate, Pontefract, WF8 4AA at the school/academy by the closing date 15th January 2025 for a primary school/academy.

- 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/academy, with all supporting documentation, by the closing date, your child may not be placed in the appropriate faith category and this may affect your child's chance of being offered a place.**

- Remember – you **must** also complete the Common Application Form.

Full name of child (including surname)	
Date of birth	
Child's permanent address including postcode	
Contact telephone number(s)	
Email address	

Full name of parent/carer	**Relationship to child**

If, at the time of admission, you will have other children attending this school, please provide details below:	
Full name(s)	**Date(s) of birth**

CATHOLIC CHILDREN
If you think that your application should be considered under category 1-4 then you must supply the information below and attach the evidence requested.

Date of baptism *(You must attach proof of baptism i.e. baptism certificate or a letter from your priest)*		**Place of baptism and address**	

EASTERN CHRISTIAN CHURCH
If you think that your application should be considered under category 7 then you must supply evidence of baptism as requested in the admission policy.

Date of Baptism **(***You must attach proof of baptism i.e. baptism certificate or a letter from the authorities of the church)*		**Place of Baptism and address**	
Name of Eastern Christian Church of which you are a member			

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……

Please return your completed form to the school.

For school use only

Date SIF received …… ……..

Verification of baptism …… *Year Group* ……..

In compliance with the UK General Data Protection Regulation (UK 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, Newgate, Pontefract, WF8 4AA, which is part of the Bishop Konstant Catholic Academy Trust. The Bishop Konstant Catholic Academy Trust is a registered company and the Academy Trust is the Data Controller

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 Data Protection Officer of The Bishop Konstant Catholic Academy Trust: Veritau and you can contact them with questions relating to our handling of the data. You can contact them by Veritau are contactable via email using schoolsDPO@veritau.co.uk or by telephone on 01904 554025.

4. We require the information we have requested for reasons relating to our functions as the admission authority of the school/academy.

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 UK 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 UK GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of domestic law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the UK GDPR).

8. If the application is successful, the information you have provided on this form will be migrated to the school's/academy's enrolment system, and the data will be retained and processed on the basis of the school's/academy'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/academy may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the school's/academy's data retention policy.

10. To read about your individual rights you can refer to the school's/academy's fair processing notice and data protection policies.

11. 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 following the Trust Complaints Policy which can be found on the school website. 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/academy and that the information I have provided is correct. I understand that I must notify the school/academy immediately if there is any change to these details and that, should any information I have given prove to be inaccurate, the Admission Authority may withdraw any offer of a place even if the child has already started school.

Signed…….. Date……

Notes

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

[The admission authority may request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was baptised or received into the Catholic Church, e.g. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not. Those who have difficulty obtaining written evidence of baptism or reception into the Church should contact their Parish Priest.]

Evidence of Membership of an Eastern Christian Church
If an application is being made for a place at the school/academy for a member of an Eastern Christian Church, including Orthodox Churches, evidence of membership will be required. A certificate of baptism or reception from the authorities of that Church should be provided at the same time as this form is returned to the school/academy.

Checklist:

Have you enclosed?

- Copy of baptism or certificate of reception into the Catholic Church (where applicable).
- Copy of baptism or certificate of reception into the Eastern Christian Church
- Have you completed and returned your local authority's Common Application Form?