



St Edmund's Catholic School

Voluntary Aided
Arundel Street
Portsmouth
PO1 1RX

SUPPLEMENTARY INFORMATION FORM 2023/2024

If you are expressing a preference for a place for your child at St Edmund's Catholic School, **you must complete and return this form** to the Admissions Officer at the school or Portsmouth Local Authority Admissions Department. You must attach all relevant supporting documentation with this form.

Please note, this is **NOT an application form**. You must complete the online or paper application **by 31st October 2022**.

Failure to do so could result in your child not being allocated one of your preferred schools.

Guidance Notes

Introduction:

The Governors of the Admission Committee are responsible for prioritising applications for all pupils who apply for a place to attend the school. All applications are prioritised in accordance with the Admissions Policy. The Governors require an additional Supplementary Information Form to be completed to assist when there are more applications than places available. The additional information that the SIF provides, is used by the Governors to place applicants in the correct oversubscription category.

If you do not complete this form, the Governors will only be able to rank the applicant on the information provided by the application form and in the event of oversubscription, the Governors would be unable to apply the correct tie-break criteria and as a result, the applicant may be ranked lower down the list. Return the form to the Admissions Officer at St Edmund's Catholic School or the Local authority Admissions Department based in the Civic offices.

How it works: All families applying under categories 1 - 10 to complete page 2.

Baptised Catholic Children & those preparing for Reception into the Church (RCIA):

1. For children who have been Baptised/received into the Catholic church a copy of the Baptism / certificate of reception should be provided. Children who are undergoing preparation for Baptism into the Catholic Church: RCIA (Rite of Christian Initiation of Adults). A certificate or Letter of enrolment onto the programme should be provided at the same time as this form is returned to the school or Local Authority.

Members of Eastern Orthodox Churches & Children of other Christian churches:

2. For members of Eastern Orthodox or other Christian churches a baptism certificate and a letter confirming membership signed by the appropriate Priest/Minister will be required. Alternatively, if more convenient, you may use the attached form (page 3). This must be signed by the appropriate Priest/Minister and stamped with the official stamp of the place of worship. The letter and/or form should be submitted at the same time as this application assessment is returned to the school or Local Authority.

Children of Staff

1. Tick the box indicating that you are a member of staff. If any other box applies, tick this also and send in any appropriate form or certificate.



APPLICATION ASSESSMENT

If you have stated a preference for St Edmund's Catholic School, please answer all the questions that relate to your child's application below and return the relevant evidence as required.

You must return the relevant evidence for the selected criteria with your application.

Please refer to the **Information for Parents Booklet** for St Edmund's Catholic School Admission Policy.

THIS FORM MUST BE COMPLETED AND RETURNED TO THE ADMISSIONS OFFICER AT THE SCHOOL OR THE LA ADMISSIONS TEAM.

Please tick the box if the answer is Yes or leave blank if the answer is No.

Child name:

DOB:

Child is a Baptised Catholic looked-after child or previously looked-after.

Child is Baptised Catholic

Child who is undergoing preparation for Baptism into the Catholic Church: RCIA (Rite of Christian Initiation of Adults).

If you have ticked any of the above criterion, please attach the relevant evidence as detailed in the guidance notes.

Child Looked after or previously looked after by a local authority. See information for Parents booklet.

If you have ticked this criterion, please complete section 4 of the main application.

Children of staff employed at the school.

Member of staff employed at the school for two or more years .

Member of staff recruited to fill a vacant post.

Is your child a member of an Eastern orthodox church or other Christian church? If you have ticked this criterion, please attach the relevant evidence as detailed in the guidance notes.

Brother or sister on roll? If brother(s) or sister(s), including step-brother(s) and step-sister(s) living in the same household, already attend the school, and will continue to attend the next academic year - see information for parents booklet.

Name(s):

Year group:

Are you currently applying for a place at St Edmund's Catholic School for a brother/sister?

Name(s):

Year group:

Are the parent(s) Baptised Catholic? (this only applies if the child is not Baptised Catholic). If you have ticked this criterion, **a copy of the parent(s) Baptism certificate must be returned with the application.**

Does your child attend a school within the Edith Stein Catholic Partnership? If yes, please indicate which school your child attends: St John's RC Primary School, Corpus Christi RC Primary School, St Swithun's RC Primary School, St Paul's RC Primary School and St Mary's RC Primary School.

Name of School:

Section 1:

Checklist: (Please tick relevant boxes)

Have you enclosed:

- A copy of the Baptism Certificate or certificate of enrolment on RCIA/letter of reception into the Catholic church (where applicable).
- Letter or attached form below confirming membership of an Eastern Orthodox or other Christian church (where applicable).

Have you completed and returned the Local Authority's Common Application Form?

Section 2:

Declaration: (this section must be signed by the parent/guardian).

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 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 started school.

Signature of parent/guardian:

Print name:

Date:

Section 3

Child name:

I confirm the child is a member of:

Eastern Orthodox Church

Other Christian church

Name:

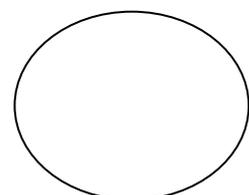
Position:

Parish or Organisation:

Address:

Signature:

Date:



Parish or place of worship stamp

To be completed by Priest/Minister only.

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 Edmund's Catholic School
- 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.
- The person responsible for data protection within our organisation is: Mr J Cooper, School Business Manager and you can contact them with any questions relating to our handling of the data. You can contact them by either calling: 02392 823766 ext: 218 or by email: jcooper@saintedmunds.org.uk
- We require the information we have requested for reasons relating to our functions as the admission authority of the school.
- 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.
- 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.
- 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 reason of substantial public interest on the basis of Union or Member State Law which is proportionate of the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR.
- 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 the data protection policies which apply to that data.
- 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.
- 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 contacting Mr J Cooper, School Business Manager on 02392 823766 Ext: 218 or email: jcooper@saintedmunds.org.uk 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.