St. Mary's Catholic Primary

Duke Road
Chiswick
W4 2DF
Tel: 0208 994 5606
Email: office@stmarys.hounslow.sch.uk

Reception Supplementary Information Form

Please return the completed form to the school no later than Thursday 15th January 2027

Child's Details

Child's surname: Child's first name:	
Home Address:	Date of Birth:
	Postcode:

Parent/Carer Details

Parent's or Carer's name:	
Address (if different from above):	
Telephone number:	
Email:	

Details of Religion

Religion of child: (Please tick)	Catholic	Other Christian (name of denomination)	Other faith
Catholic Parish you live in:			
Church where child was baptised and date of baptism: (baptism certificate required together with a translation if the certificate is not in English)			

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 governors may withdraw any offer of a place even if the child has already started school.

Signed…… Date……

Please note:

- Applicants from other Christian denominations and other faiths may attach either a certificate of baptism or a letter from their minister or religious leader, confirming membership of that faith community.

- You **must** complete your local authority's application form online (or on paper) by the closing date. If you do not do this, you will not be offered a place.

The school is committed to protecting the information provided by parents/carers and using it only for the purpose for which it was obtained. For information on the school's Privacy Notice please read the attached 'Admissions Privacy Notice.' Further information may be obtained by visiting the school website at https://www.stmaryschiswick.org.uk or by contacting the Bursar at the school.

ADMISSIONS PRIVACY NOTICE FOR ST MARY'S CATHOLIC PRIMARY SCHOOL CHISWICK

The School is the 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 School 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 the 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 information listed above will be retained securely by the school for eight years or for as long as the pupil is in the school after which it will be destroyed.

For further information please refer to the Privacy Policy on the School website or contact: The School Business Manager at St Mary's Catholic Primary School Chiswick; email: **office@stmarys.hounslow.sch.uk**