



God Love Family

# Holy Family Catholic Primary School

## Supplementary Information Form: 2023/24



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This form is used to collect the information required to enable us to allocate places if the school is oversubscribed, according to the criteria listed on our Admission Policy 2023/24. It should be returned to the school with any supporting documentation (please see below), by the closing date, when applying for a school place in Year R September 2023. Completion of this form is not obligatory but failure to do so means that your application can only be considered on the basis of the information provided on the local authority Common Application Form or In Year application form which **must** be completed.

Child's surname ..... Male/Female

Child's first names: ..... Date of Birth: .....

Address: ..... Postcode.....

Email address ..... Contact Telephone No.....

**Please tick one box relevant to your application. This information enables us to operate our admissions policy**

		<input checked="" type="checkbox"/>
1	Baptised Catholic children in, or previously in, Local Authority care	<input type="checkbox"/>
2	Baptised Catholic children with a sibling on roll at the time of admission Sibling Name ..... Class .....	<input type="checkbox"/>
3	Baptised Catholic children resident in the Southampton parishes of Holy Family Parish, St Vincent de Paul, St Theresa's Totton.	<input type="checkbox"/>
4	Other children in, or previously in, Local Authority care	<input type="checkbox"/>
5	Other children with a sibling on roll at the time of application and admission Sibling Name ..... Class .....	<input type="checkbox"/>
6	Other baptised Catholic children	<input type="checkbox"/>
7	Children of staff who have been employed at Holy Family Catholic Primary School for one or more years at the time at which the application for admission to the school is made.	<input type="checkbox"/>
8	Baptised or dedicated children of other Christian faiths	<input type="checkbox"/>
9	Unbaptised children of baptised Catholic parent(s)	<input type="checkbox"/>
10	All other children who are not covered by the above categories	<input type="checkbox"/>

### Documentation Required in Support of your application

Criteria 1-3 & 6	Copy of child's Catholic baptismal certificate Attached	Yes/No
Criteria 8	Copy of child's Christian baptismal Attached or dedication certificate	Yes/No
Criteria 9	Copy of parent's Catholic baptismal certificate Attached	Yes/No

**Please provide the requested information and/or documentation to support the supplementary form or your child's application will be considered under criterion 10.**

Name of Parent/Guardian ..... Relationship to child.....

Signature of Parent/Guardian ..... Date.....

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 Holy Family Catholic Primary School.
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 Mrs J McNicholas and you can contact them with questions relating to our handling of the data. You can contact them by emailing [info@holyfamilylive.net](mailto:info@holyfamilylive.net).
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 individual rights and/or 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 emailing [info@holyfamilylive.net](mailto:info@holyfamilylive.net) or put your complaint in writing to The Headteacher at Holy Family Catholic Primary School, Mansel Road West, Southampton SO16 9LP. If you are unhappy with how your complaint has been handles, you can contact the Information Commissioners Office via their website at: [ico.org.uk](http://ico.org.uk).