



# St Mary's Catholic Primary School

*Live Love Believe*



## SUPPLEMENTARY INFORMATION FORM 2023/2024

Please read the Isle of Wight Catholic Primary Schools' Admission Policy, noting in particular any faith criteria, and your Local Authority booklet, before completing this form.

If you are expressing a preference for a place for your child at St Mary's Catholic Primary School on the Isle of Wight **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 St Mary's Catholic Primary School, 2 Amphill Road, Ryde, Isle of Wight, PO33** by the closing date, 15<sup>th</sup> January 2023.
- If you are applying to more than one Catholic school you will need to complete a separate Supplementary Information Form for each school.
- **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 Name: \_\_\_\_\_

**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 ( <i>see A below</i> )                               |          | A certificate of baptism or certificate of reception into the full communion of the Catholic Church. |
| 2. Member of other Christian denomination ( <i>see B below</i> ) |          | Letter confirming membership of a Christian denomination. ( <i>see B below</i> )                     |
| 3. Member of other faith ( <i>see C below</i> )                  |          | Letter confirming membership of another faith. ( <i>see C below</i> )                                |

Catholic Parish in which your child lives:

**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.**

**Notes**

A. **‘Catholic’** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child in the process of adoption and living within a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their parish priest who, can consult with the diocesan Catholic Academies and Schools Office if they need further guidance.

B. **‘Children of other Christian denominations’** means children who belong to other churches and ecclesial communities which, acknowledge God’s revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God’s will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

C. **‘Children of other faiths’** means children who are members of a religious community that does not fall within the definition of ‘other Christian denominations’ at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

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 Mary’s Catholic Primary School, Ampthill Road, Ryde, Isle of Wight, PO33 1LJ
- 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 the Data Protection Officer, Isle of Wight Council and you can contact them with questions relating to our handling of the data. You can contact them via email [dpo@IOW.gov.uk](mailto:dpo@IOW.gov.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 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).
- 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.
- 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. Please refer to the Complaints Policy, which can be found on the school’s website, <https://www.stmaryrcpri.iow.sch.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](http://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.....

**Checklist:**

Have you enclosed?

- Copy of baptism or certificate of reception into the Catholic Church (where applicable).
- Letter confirming membership of a Christian denomination or other faith (where applicable).
- Have you completed and returned your local authority's Common Application Form?