

## SUPPLEMENTARY INFORMATION FORM

### Admission to Catholic Academies within the Our Lady of Lourdes Catholic Multi-Academy Trust

If you are expressing a preference for a place for your child at a Catholic academy within the Our Lady of Lourdes Catholic Multi-Academy Trust **and wish to apply under a faith criterion** you should complete this Supplementary Information Form and provide the evidence required.

- ✗ The completed Supplementary Information Form, together with any required evidence, (see below), should be **returned to the academy** by the same closing date set by the Local Authority for the return of the **Common Application Form**.
- ✗ If you are applying to more than one Catholic academy you will need to complete a separate Supplementary Information Form for **each** academy.
- ✗ If you do not provide the information required in this form and return it to the academy, with all supporting documentation, 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** provided by the Local Authority.
- ✗ 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 academy at the proposed time of admission. If this information is not provided the admission authority of the Catholic academy may not be able to place the application within the correct criterion.

<b>Name of academy applying to:</b>			
<b>Surname of child:</b>			
<b>Forename(s) of child:</b>		<b>Date of birth</b>	/ /
<b>Child's home address</b>		<b>Postcode</b>	
<b>Parent / Carer Full Name</b>		<b>Parent / Carer email</b>	
<b>Telephone Number</b>		<b>Mobile Number</b>	

Please read the relevant School's Admissions Policy noting in particular, any faith definitions, and your Local Authority Booklet before completing the form.

**PLEASE ALSO COMPLETE PAGE 2**

Now complete the following by ticking the boxes which apply to your child.

	<b>Faith Criterion applicable to child</b>  Please tick ✓	<b>Supporting Evidence Required</b>  <i>(Legible photocopies are acceptable)</i>	<b>* Supporting Evidence Enclosed</b>  Please tick ✓
My child is a:  <b>Catholic</b>		A Catholic Baptism Certificate <b>or</b> A written statement or certificate signed by a Catholic Priest and stamped with the parish stamp verifying that the child has been received into full communion with the Catholic church.	
My child is a:  <b>Catechumen / Candidate</b>		A certificate of reception into the order of catechumens <b>or</b> A letter of verification signed by the parish priest and stamped with the parish stamp.	
My child is a:  <b>member of an Eastern Christian Church</b>		A Baptism Certificate <b>or</b> A certificate of reception from the authorities of that Church.	
My child is a:  <b>member of another Christian denomination</b>		A Baptism Certificate <b>or</b> A Certificate of Dedication <b>or</b> A letter of verification signed by the minister of religion for that church.	
My child is a:  <b>member of another faith</b>		A Baptism Certificate <b>or</b> A Certificate of Dedication <b>or</b> A letter of verification signed by the religious leader of the community.	

\* Extra supporting evidence may be requested if the written documents that are produced do not clarify the fact that a person is a member of a church or religious community, (e.g. where the name and address of the Church is not on the certificate). If you have difficulties in producing evidence, you should contact your Parish Priest or Religious Leader for advice.

<b>Your name in BLOCK CAPITALS</b>	
<b>Your signature</b>	
<b>Date</b>	

For School use only

Evidence provided	Date	Criterion

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 the Our Lady of Lourdes Catholic Multi-Academy Trust and we are the data controller for all academies within our trust.
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(s) responsible for data protection within our organisation is Tamer Robson & Teresa Bettelley and you can contact them with questions relating to our handling of the data. You can contact them by email via [DPO@ololcatholicmat.co.uk](mailto:DPO@ololcatholicmat.co.uk)
4. We require the information we have requested for reasons relating to our functions as the admission authority of the 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 academy's enrolment system, and the data will be retained and processed on the basis of the 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 academy may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the academy's data retention policy.
10. To read about your individual rights you can refer to the 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 contacting the CMAT Complaints Coordinators, Tamer Robson & Teresa Bettelley via the following email address [DPO@ololcatholicmat.co.uk](mailto:DPO@ololcatholicmat.co.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 academy and that the information I have provided is correct. I understand that I must notify the 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.....

**Checklist - Have you:**

- ✓ Enclosed the evidence required
- ✓ Completed and returned your local authority's Common Application Form?