

Larmenier & Sacred Heart Catholic Primary School



Supplementary Information Form Reception 2023-24

Please complete this form in block capital letters

Child's Details

Child's Surname:		Date of Birth:	
Child's First Name:			
Child's Address:			
Postcode:			

Parent / Carer Details

Parent / Carer Name(s):	
	<i>Please provide name(s) relating to the 2 proofs of residence being submitted with this form.</i>
Parent /Carer Address (if different from above):	
Postcode:	

Religious Status of Child *Please tick (if appropriate)*

Catholic	Catechumen	Member of an Eastern Christian Church	Other Christian Denominations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Catholic Parish in which your Child lives:

Pupil Premium Eligibility

Please tick if your child is eligible for the following:

Early Years Pupil Premium

Pupil Premium

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 Larmenier & Sacred Heart Catholic Primary School, 41a Brook Green, Hammersmith, London W6 7BL.
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 persons responsible for data protection within our organisation are the Headteacher and Turn It On (appointed Data Protection Officer). You can contact them with questions relating to our handling of the data by emailing admin@larshrc.lbhf.sch.uk and dpo@turniton.co.uk or by telephoning 01865 597620 (option 3).
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 6 months, in accordance with the school's data retention policy (Information and Records Management Society (IRMS) Toolkit for Schools). The school may keep a simple record of all applications and their outcome as part of their permanent archives.
10. To read about your individual rights you can refer to the school's data protection policy, which includes the fair processing notice.
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 following the Complaints Procedure for Schools. 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.

Documentation to be submitted together with this Supplementary Information Form:

- Proof of date of birth
- Original Baptismal Certificate *(if applicable)*
- Original Certificate of Catholic Practice *(if applicable)*
- Proof of Early Years Pupil Premium or Pupil Premium eligibility *(if applicable)* - see page 2 of the Admissions Policy
- Proof of Residence - You will need to provide **2** proofs of residence, **one** from **each** category:

CATEGORY A

Current year's Council Tax bill **OR**
Council rent statement for the current year **OR**
Current Electoral Register confirmation

CATEGORY B

Current utility bill dated within 3 months *(electricity, gas, water, landline or broadband bills, **not** general letters)*
OR
Home or car insurance **OR**
Benefits statement *(Child Benefit, Universal Credit)*

*Please note that bank or credit card statements, mobile phone bills or reminders for utility bills are **not** acceptable forms of evidence.*

I have submitted the online application to my local authority Yes / No *(please circle)*

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

Signed..... Date.....

The completed Supplementary Information Form, together with supporting documentation, should be returned to the school by the closing date, 15th January 2023:

The Admissions Officer
Larmerier & Sacred Heart Catholic Primary School
41a Brook Green, Hammersmith, London W6 7BL
Telephone: 020 8748 9444 Email: admin@larshrc.lbhf.sch.uk

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.

FOR OFFICIAL USE ONLY

Date Application Received by the School: Received by:

ADMISSIONS PRIVACY NOTICE

Privacy Notice - How we use Admissions Information

The lawful basis on which we use this information

Larmenier & Sacred Heart Catholic Primary School is a data controller for the purposes of the Data Protection Act 2018 and is committed to dealing with your information safely and securely. 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 need to collect and share information in order to fulfil our obligations as an admission authority. We comply with the School Admissions Code, which has the force of law. In respect of in-year admissions, the school is the admissions authority.

Why we collect and how we use this information

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

The categories of information that we collect, hold and share include

- 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/Carer name and contact details
- Details of baptism and Catholic practice
- Information on parish of residence.

Who we share this information with

- Department for Education to comply with statutory data collections
- The Local Authority 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 appeals

Storing and retention of admissions data

We retain admissions data in line with IRMS (Information Records Management Service) time scale guidelines, after which it is destroyed.

For further information, please refer to the Privacy Notice on the school website (*located directly under the Children's Mission Statement*), www.larshrc.lbfh.sch.uk.

Policy update information

This policy is reviewed annually and updated in line with data protection legislation.