



Finchley Catholic High School

Supplementary Information Form September 2022

to be returned by Thursday 21st October 2021

Child's Details

Child's Surname:

Child's Christian or other first name:

Child's Date of Birth:

Home Address:

.....

Parent / Carer Details

Parent(s) / Carer(s) Full Name(s):

Address (if different from above):

.....

Home Telephone Number:

Alternative Contact Name:

Alternative Contact Address:

.....

Alternative Contact Telephone:

Religion of Child

Catholic Other Christian Other Faith *(please tick name of denomination)*

At which Church do you attend Mass:

Church where child was Baptised: (copy of Baptism Certificate required)

..... Date of Baptism:

Name and position of Priest providing Certificate of Catholic Practice or Religious Leader supplying letter confirming membership in the community. (Where appropriate)

.....

Names of brothers or sisters On Roll at this School or previously on roll:

.....

Is your child 'looked after' by the Local Authority, adopted having previously been 'looked after' or subject to a 'child arrangements' or special guardianship order (*please tick accordingly*) YES NO

Does your child have exceptional medical, pastoral or social needs that can only be met by attendance at this school. (Professional evidence will be required.) (*please tick accordingly*) YES NO

.....

.....

Is your son the child of a member of staff who has been employed at the school for more than 2 years (*please tick accordingly*) YES NO

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

Signed Date

Please note:

- The Certificate of Catholic Practice is available from the priest at the parish where the family normally worships.
- You **must** complete your local authority's eAdmissions form or Common Application Form and return it to the council offices by the closing date. **Please note: the closing date may be different to the School's closing date.** If either form arrives late it is unlikely that you will be offered a place.

Checklist – have you enclosed:

1. **Copy** of Baptism Certificate (where necessary)
2. Certificate of Catholic Practice (where necessary)
3. Evidence of exceptional need (where appropriate)
4. **Copy** of proof of residency in the form of Council tax bill or Electoral Roll within the last 12 months (only)
5. If you require a receipt of application, please include a stamped self-addressed envelope

Finally – have you completed your local authority's eAdmissions or Common Application form?

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 see below.

Admissions Privacy Notice for Finchley Catholic High School

Finchley Catholic High 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 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, Barnet/Finchley Catholic High 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 this 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 8 years, after which it will be destroyed.

For further information please refer to the Privacy Policy on the School website or contact:

S Murphy, Data Protection Officer. [Email: info@finchleycatholic.org.uk](mailto:info@finchleycatholic.org.uk)