**Diocese of Middlesbrough**

**St Peter’s Catholic Academy
North Leas Avenue
Scarborough YO12 6LX**

**SUPPLEMENTARY INFORMATION FORM**

**Child’s Details**

|  |  |
| --- | --- |
| Child’s Surname: |  |
| Child’s Forename |  |
| Date of Birth: |  |
| Home Address: |  |
| Postcode |  |

**Parent/Carer Details**

|  |  |
| --- | --- |
| Parent ‘s Name(Mr/Ms/Miss/Mrs) |  |
| Address (if different from above): |  |
| Mobile Telephone |  |
| Email Address |  |

**Details of Religion**

|  |  |  |  |
| --- | --- | --- | --- |
| Religion of child:(Please tick) | Catholic | Other Christian (name of denomination) | Other faith |
| Catholic Parish you live in: |  |
| Church where child was baptised and date of baptism: (baptism certificate required) |  |
| Name and position of priest or religious leader supplying reference (where appropriate): |  |
| Applicants from other Christian denominations and other faiths may attach a letter, confirming membership from their minister or religious leader |

|  |  |
| --- | --- |
| Child’s Place of Birth |  |
| Child’s Home Language |  |

**Other children in the same household:**

|  |  |
| --- | --- |
| Child’s Surname: |  |
| Child’s Forename |  |
| Date of Birth: |  |
| Child’s Surname: |  |
| Child’s Forename: |  |
| Date of Birth: |  |
| Child’s Surname: |  |
| Child’s Forename: |  |
| Date of Birth: |  |

**Last School or Nursery Attended**

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Telephone Number: |  |

**Medical or Health Information (please include any diagnosed conditions or medical information which is relevant to the needs of your child.**

|  |
| --- |
|  |

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 St Peter’s VC Academy and we are part of St Cuthbert’s Roman Catholic Academy Trust who is the Data Controller.

2. Being a Catholic education provider, we work closely with the School’s Diocesan Authority, the Academy’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 Sophie Teasdale and you can contact them with questions relating to our handling of the data. You can contact them by emailing admin@smchull.org 3

4. We require the information we have requested for reasons relating to our functions as the admission authority of the school/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 school’s/academy’s enrolment system, and the data will be retained and processed on the basis of the school’s/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 school/academy may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the school’s/academy’s data retention policy.

10.To read about your individual rights you can refer to the school’s/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 visiting our website [insert website link to policies page] and use the editable complaints form. 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

**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 at the academy.**

Signed……………………………………………………………………. Date…………. …..…………………

**Checklist:**

You **MUST** complete your Local Authority’s Common Application Form and return it as instructed to them by the closing date. If this is not done, your application cannot be looked at**.**

**Have you enclosed:**Copy of baptism certificate

Certificate of Catholic Practice (where necessary)

Evidence of exceptional need (where necessary).