



**ST. BEDE'S CATHOLIC PRIMARY SCHOOL, BASINGSTOKE,  
SUPPLEMENTARY INFORMATION FORM - ADMISSION YEAR 2018-2019**



To ensure the records already held in school are correct, applicants are requested to supply the following information to support their application for a place for their child at the School, academic year commencing September 2018.

**Part 1**

Name of child: \_\_\_\_\_ Male/Female (please delete)

Date of Birth: \_\_\_\_\_

Child's Religion: \_\_\_\_\_

Baptised/Received into the Catholic Church: YES/NO (please delete)

*If the child is not a Catholic, is either parent a baptised Catholic? YES/NO.*

Child in the care of the Local Authority or previously in the care of the

Local Authority: YES/NO (please delete)

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_ Daytime Telephone Number: \_\_\_\_\_

Name(s) of any sibling(s) at the School who will still be registered pupils at the time of proposed admission:

1. \_\_\_\_\_ 2. \_\_\_\_\_

**SUPPORTING DOCUMENTATION**

The following documents must be supplied to the school office before the closing date depending on the category in which you wish your child's application to be considered. Failure to provide this information will cause the application to be placed in a lower criteria group. Please tick the relevant boxes.

<b>Documentation</b>	<b>Enclosed</b>	<b>Previously Supplied</b>
Baptismal Certificate		

**Declaration of Parent (please delete as appropriate)**

I declare the information given above is accurate and I understand that any false information may lead to the offer of a place being withdrawn

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please Print Name \_\_\_\_\_

**The school will issue a receipt as acknowledgement of completed documentation received.**

***Please be aware that the information you provide will be passed on to the admissions committee in order for us to follow our admissions arrangements, then be kept in school and as part of your child's record in line with our retention schedule. For more information about our school's use of your child's data please contact our Data Protection Officer Mrs Colleen Mitchell***

## Part 2 Religion

**Catholic Applicants:** My child is a Catholic YES/NO

If your child is a member of a parish you should ask the Parish Priest to complete the following:

To be completed by the Catholic Parish Priest of the church attended:

Parish of residence: \_\_\_\_\_

Parish attended, if different from above \_\_\_\_\_

I am aware that the parents of \_\_\_\_\_ are seeking a place at St. Bede's Catholic Primary School.

I can confirm that they attend Sunday (or Saturday evening) Mass on the following basis:

**Regular:** attendance at Sunday (or Saturday evening) Mass weekly

**Occasional:** attendance at Sunday (or Saturday evening) Mass at least monthly

**Irregular:** attendance at Sunday (or Saturday evening) Mass less than monthly or not at all.

*Please circle as appropriate.*

Name of Parish Priest: \_\_\_\_\_

Signature of Parish Priest: \_\_\_\_\_ Date: \_\_\_\_\_

Please affix Parish Stamp or seal.

All parents must sign below.

Any offer of a place will be on the basis that the information supplied is accurate and up-to-date. Please read the declaration below and sign the form.

**I confirm that I have read the Admissions Arrangements of the school and certify that the information given on this form is correct. I understand that any place offered will be withdrawn if I give false information, even if my child has started at a new school.**

**Signature of parent/carer:**

**Print name:**

**Date:**

**Applicants From Other Christian Denominations And Faith Traditions.**

Christian Denomination/Faith Tradition\_\_\_\_\_

Place of worship:\_\_\_\_\_

If your child is a member of the above Christian denomination or Faith Tradition you should ask your vicar, minister, pastor or faith leader to complete the following:

To be completed by the vicar, minister, pastor or faith leader of the place of worship, Christian denomination or Faith tradition.

I confirm that the applicant is a member of \_\_\_\_\_(Place of worship/Christian denomination/Faith tradition).

Name of vicar, minister, pastor or faith leader\_\_\_\_\_

Signature of vicar, minister, pastor or faith leader:\_\_\_\_\_ Date:\_\_\_\_\_

Please affix stamp or seal.

All parents must sign below.

Any offer of a place will be on the basis that the information supplied is accurate and up-to-date. Please read the declaration below and sign the form.

**I confirm that I have read the Admissions Arrangements of the school and certify that the information given on this form is correct. I understand that any place offered will be withdrawn if I give false information, even if my child has started at a new school.**

**Signature of parent/carer:**

**Print name:**

**Date:**

## GDPR Information

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 St Bedes Catholic Primary School, Popley Way, Basingstoke, Hants, RG24 9DX.
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 responsible for data protection within our organisation is Mrs Colleen Mitchell and you can contact them with questions relating to our handling of the data. You can contact them by email at : [c.mitchell@st-bedes.hants.sch.uk](mailto:c.mitchell@st-bedes.hants.sch.uk)
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 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.
10. To read about individual rights and/or 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 as per our complaints policy which can be found on the school website. If you are unhappy with how your complaint has been handles, you can contact the Information Commissioners Office via their website at: [ico.org.uk](http://ico.org.uk).