

**English Martyrs Catholic Primary School**  
**Supplementary Information Form for Applications for Admission in 2020/21**

**The information on this form will only be used within the school admissions system and will not be divulged to any third party outside the current Data Protection legislation - see notes on Page 3.**

If you are expressing a preference for a place for your child at English Martyrs Catholic Primary School and wish to apply under a faith category, you should complete this Supplementary Information Form.

- The completed Supplementary Information Form, together with all relevant **ORIGINAL** supporting documentation (please see overleaf) **should be returned** to English Martyrs Catholic Primary School, Dee Road, Tilehurst, Reading, RG30 4BE by the closing date set by the Local Authority for the return of the Common Application Form.
- **If you do not complete this form and return it to the school with all supporting documentation, by the closing date, your child will not be placed in the appropriate faith category and this is likely to affect your child's chance of being offered a place.**
- Remember - you must also complete the Common Application Form and return it directly to the Schools Admissions Team at Reading Borough Council, Civic Offices, Bridge Street, Reading RG1 2LU.

The closing date for the receipt of these forms is 15<sup>th</sup> January 2020. Please refer to the Admissions Arrangements 2020/21.

**PART 1**

Surname of child:

First name(s) of child:

Date of Birth:

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_ Contact Telephone No \_\_\_\_\_

Sibling in school at time of application: YES / NO      Name of Sibling \_\_\_\_\_

**NOTE: When completing the Common Application Form it is important that you provide details of any siblings (brothers or sisters) who will be attending English Martyrs Catholic Primary School at the proposed time of admission. If this information is not provided, the admission authority may not be able to place the application within the correct category.**

**PART 2**

Please indicate below the category in which you are applying. Please refer to the Admissions Arrangements 2020/21.

Category		Application Category ✓	Evidence Required (see below)	Evidence Provided ✓
1.	Baptised Catholic 'looked after children' and previously 'looked after children'		A	
2.	Baptised Catholic children with a sibling attending the school at the time of proposed admission of the applicant		A	
3.	Other Baptised Catholic children		A	
4.	Other 'looked after children' and previously 'looked after children'		None	
5.	Other children with a sibling attending the school at the time of the proposed admission of the applicant		None	
6.	Children with a Baptised Catholic parent/carer		B	
7.	Children from other Christian denominations		C	
8.	Children from other religious faiths		C	
9.	Other applicants		None	

**Original Documentation / Evidence required in support of application**

<b>A</b>	Child's Baptismal Certificate or letter/certificate of reception into full communion of the Catholic Church	Category 1, 2 and 3
<b>B</b>	Parent's Baptismal Certificate or letter/certificate of reception into full communion of the Catholic Church	Category 6
<b>C</b>	Child's Baptismal Certificate, if appropriate or a signed letter from the Minister / Religious Leader confirming membership of Christian denomination or faith	Category 7 and 8

**PART 3**

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 the school.	
Signature of Parent / Carer:	
Print name of Parent / Carer:	Date

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 English Martyrs Catholic Primary School, Dee Road, Reading, RG30 4BE
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 the School Business Manager and you can contact them with questions relating to our handling of the data. You can contact them by calling the school office on 0118 9375466 or emailing [businessmanager@englishmartyrs.reading.sch.uk](mailto:businessmanager@englishmartyrs.reading.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.

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 by following our School Complaints Procedure available on the school website or via the school office. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioners Office via their website at: [www.ico.org.uk](http://www.ico.org.uk)