

# St Edmund's Catholic Academy

To Love and Serve the Lord



## SIF SUPPORTING INFORMATION FORM FOR YEAR 6 INTO YEAR 7 ADMISSIONS SEPTEMBER 2022

CLOSING DATE FOR RECEIPT OF THIS FORM TO ST EDMUND'S  
**31 OCTOBER 2021**

CLOSING DATE FOR RECEIPT OF A COMPLETED CAF1 FORM TO YOUR OWN LA  
**31 OCTOBER 2021**

PLEASE NOTE LATE CAF1 FORMS AND LATE SUPPORTING INFORMATION FORMS WILL ONLY BE CONSIDERED  
AFTER ALL PUNCTUAL ONES HAVE BEEN PROCESSED

RECEIVED BY ST EDMUND'S CATHOLIC ACADEMY

DATE STAMP:

ALL INFORMATION ON THIS FORM MUST BE TRUE AND ACCURATE. IF THE DIRECTORS MAKE A DECISION TO OFFER YOUR CHILD A PLACE  
BASED ON MIS-INFORMATION YOU HAVE PROVIDED, EVEN IF UNINTENTIONALLY, THE PLACE MAY BE WITHDRAWN UP TO 31 DECEMBER 2022

### CHILD'S LEGAL NAMES

**PLEASE WRITE CLEARLY IN CAPITALS**

SURNAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ MIDDLE NAME(S): \_\_\_\_\_

CHILD'S DATE OF BIRTH: \_\_\_\_\_ CHILD'S GENDER: BOY / GIRL **(Circle One)**

WHICH PRIMARY SCHOOL/ACADEMY DOES YOUR CHILD ATTEND NOW: \_\_\_\_\_

### **PARENT/CARER DETAILS:**

**THIS MUST BE THE ADDRESS WHERE THE CHILD NORMALLY LIVES AND WHERE CORRESPONDENCE SHOULD BE SENT**

TITLE	Mr / Mrs / Miss / Ms / Dr <b>(Circle One)</b>
FULL NAME	
FULL ADDRESS	
POSTCODE	
TELEPHONE HOME	
TELEPHONE WORK	
MOBILE NUMBER	
EMAIL ADDRESS	

IS YOUR CHILD A BAPTISED CATHOLIC OR BEEN RECEIVED INTO THE CATHOLIC CHURCH? **(Circle One)** YES / NO  
IF YES, HAVE YOU ATTACHED A COPY BAPTISMAL CERTIFICATE / WRITTEN EVIDENCE? YES / NO

### **IMPORTANT NOTE**

If you are applying for a place for a Baptised Catholic child you must attach a copy of a Baptismal certificate or other written evidence, otherwise Directors will consider your application as a non-Catholic one

DOES YOUR CHILD HAVE ANY BROTHERS / SISTERS WHO WILL BE AT ST. EDMUND'S IN SEPTEMBER 2022?

BROTHER/SISTER: \_\_\_\_\_ YEAR GROUP: \_\_\_\_\_ (IN SEPTEMBER 2022)

BROTHER/SISTER: \_\_\_\_\_ YEAR GROUP: \_\_\_\_\_ (IN SEPTEMBER 2022)

Please note that as well as completing this Supplementary Information Form, **parents must also complete the Local Authority's Common Application Form** in order for the application to be complete. This Supplementary Information Form is only for school use and is, in conjunction with the Local Authority's Common Application Form, to enable the Board of Directors to rank applicants using the published oversubscription criteria:  
This Supplementary Information Form must be returned directly to the academy by 31<sup>st</sup> October 2021.

Signature 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 for on this form.

1. We are St Edmund's Catholic Academy at Compton Park, Compton Road West, Wolverhampton WV3 9DU
2. Being a Catholic education provider, we work closely with the academy's Diocesan Authority, the academy's Trustees, the Local Authority, the Birmingham Diocesan Education Service and the Department for Education and may share the information you provide on this application form if we consider it necessary in order to fulfil our functions.
3. The person responsible for data protection within our academy is Mrs B Raj, Interim Chief Operating Officer and you can contact them with questions relating to our handling of the data. You can contact them by telephone on 01902 553550 or by email on braj@sfscmac.co.uk
4. We require the information we have requested for reasons relating to our functions as the admission authority of the 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 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 will be migrated to the academy's enrolment system, and the data will be retained and processed on the basis of the 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 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 your individual rights you can refer to the school'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 contacting the Data Protection Officer, Mrs B Raj on the details above. 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 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 Board of Directors may withdraw any offer of a place even if the child has already started school.**

Parent/Carer Signed:..... Date.....

Print Name .....

## DEFINITION OF A "BAPTISED CATHOLIC"

A "Baptised Catholic" is one who:

- Has been Baptised into full communion (Cf. *Catechism of the Catholic Church, 837*) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome. Written evidence of this Baptism can be obtained by recourse to the Baptismal Registers of the church in which the Baptism took place (Cf. *Code of Canon Law, 877 & 878*).
- Or
- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the *Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church*. Written evidence of their Baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the *Rite of Reception* took place (Cf. *Rite of Christian Initiation, 399*).

## WRITTEN EVIDENCE OF BAPTISM

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.

Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

For the purposes of this policy, a looked after child (see Note 3) living with a family where at least one of the parents/carers is Catholic will be considered as Catholic.

**IF YOU ARE APPLYING FOR A CATHOLIC CHILD, REMEMBER TO ATTACH A COPY OF YOUR CHILD'S BAPTISMAL CERTIFICATE OR WRITTEN EVIDENCE FROM YOUR PARISH PRIEST.**

# Admission Application Timeline

