**Diocese of Westminster**

**Catholic Primary Schools**

**Supplementary Information Form**

**2027-2028**

Sacred Heart Catholic Primary School

| **Name and Address of School:**<br>**Sacred Heart Catholic Primary School, St Marks Road, Teddington, TW11 9DD.** |
|---|

**Child's Details**

| | |
|---|---|
| Child's surname:<br>Child's first name: | |
| Home Address: | Date of Birth: |
| | |
| | Postcode: |

**Parent/Carer Details**

| Parent/Carer's name(s): | 1st Parent/Carer: | 2nd Parent/Carer: |
|---|---|---|
| Address (if different from above):<br>Telephone number: | | |
| Email address: | | |
| Are there any family members with a disability or illness that we should be aware of? | Please give details of any disability or illness here: | |

**Details of Religion**

| Religion of child: | Catholic:<br>Yes/No | Other Christian<br>(name of denomination) | Catechumen | Other Faith:<br>(name) | No Faith |
|---|---|---|---|---|---|
| Catholic Parish you live in<br>(if applicable): | | | | | |
| Church where child was baptised and date of baptism: | | | | | |

**Please note:**

- Applicants from Catechumens, other Christian denominations or other faiths must attach a letter from their minister or religious leader, confirming membership of that faith community.

- You **must** complete your local authority's application form online by the closing date. If you do not do this you will not be offered a place.

**Checklist:**

| Have you enclosed the following: | please tick/cross |
|---|---|
| Copy of birth certificate | ☐ |
| Copy of baptism certificate (where necessary) | ☐ |
| Evidence of exceptional need (where necessary). | ☐ |
| Letter from minister or religious leader (where necessary) | ☐ |

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 Sacred Heart Catholic Primary School, St Mark's Road, Teddington, Middlesex, TW11 9DD.
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 Brenda Green and you can contact her with questions relating to our handling of the data. You can contact her by writing to Mrs Brenda Green, Headteacher, Sacred Heart Catholic Primary School, St Mark's Road, Teddington, Middlesex, TW11 9DD. Email: head@sacredheart.richmond.sch.uk
   Tel: 0208 977 6591.
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 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 following the School's Complaint Procedure which is available on the school website. 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 governing body may withdraw any offer of a place even if the child has already started school.**

Signed…….. Date……