

ST MARY'S CATHOLIC HIGH SCHOOL

a Catholic Voluntary Academy

Newbold Road, Upper Newbold, CHESTERFIELD, S41 8AG

Tel: 01246 201191

admissions enquiries email: lroughley@stmaryschesterfield.org.uk

Headteacher: Mrs M Dengate



SUPPLEMENTARY INFORMATION FORM - In-Year Admission TO BE COMPLETED BY ALL APPLICANTS

This form gives additional information, which is vital for the Governors to make decisions about entry to our school.

Please return this form to the address above FAO Mrs L Roughley or by email to lroughley@stmaryschesterfield.org.uk

Parents must also complete a Local Authority In-Year admission application.

Please complete in **block capitals**

CHILD'S SURNAME	CHRISTIAN NAME(S)	
Date of Birth	Male	Female
Full Postal Address		
	Postcode	
Email address		
Landline number	Mobile number	
PARENT'S FULL NAME		
PARENT'S FULL NAME		
Present School		
Does your child have an Educational Healthcare Plan (EHCP)?	Yes / No	Details
If you wish to, please advise us if your child is / was previously in the care of the Local Authority	Yes / No	Details
Is your child Catholic & was he/she baptised Catholic? (If you have one, please send a copy of baptismal certificate with this form)	Yes / No	Parish of Baptism Date of Baptism
Or formally received into the Catholic Church?	Yes / No	Parish of Reception Date of Reception
Or Catechumen or Candidate for reception into the Catholic church?	Yes / No	Name of Parish
PRESENT PARISH		
If not Catholic please state your religion. (Please refer to Admission Criteria and if appropriate enclose a letter of support from your Minister or Religious leader)		
Name and Year Group of brothers or sisters who, at the point of application and admission, attend St Mary's Catholic High School		
Please read the Privacy Notice overleaf and sign where indicated		

Notes:

- Please refer to our Admission criteria within the Admissions Policy.
- Parents are responsible for enclosing any relevant documentation as indicated within the Admissions Policy.

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PRIVACY NOTICE

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 Mary's Catholic High School Academy Trust

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 Craig Stilwell, Data Protection Consultant, Judicium Education, and you can contact him with questions relating to our handling of the data. Contact details:

Telephone: 0203 3269174 or Email: dataservices@judicium.com
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 by referring to our Complaints Policy on the school website. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioners 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.....