Supplementary Information Form (SIF) to support an application for a place at a Catholic Primary School 2027/28

Please submit this form directly to the Catholic school(s) that you have listed on your online Common Application Form (CAF), for the attention of the Admissions Officer.

Please read the relevant school/academy Admission Policy, noting in particular any faith criteria, and your Local Authority booklet, before completing this form. The data on this form will only be used within the school/academy admissions system, and will not be divulged to any third party outside the school/academy admissions system, in accordance with current Data Protection legislation.

If you are expressing a preference for a place for your child at a Catholic primary school in Doncaster, and you wish to apply under a faith criterion, you must complete this Supplementary Information Form (SIF), in addition to the local authority's Common Application Form (CAF).

The completed Supplementary Information Form (SIF), together with all supporting documentation (see Notes on page 3), must be returned to the Admissions Officer at each of the Catholic schools or academies that are listed on your online Common Application Form (CAF), by the closing date of 15th January 2027.

If you do not provide the information required in this Supplementary Information Form and return it to the school/academy, with all supporting documentation, by the closing date, your child may not be placed in the appropriate faith category. This is likely to affect your child's chance of being offered a place.

Please remember – you must also complete the Common Application Form (CAF).

Full name of child:	
Date of birth of child:	
Address of child:	
Parent/Carer Name:	
If your child is Catholic, please tell us the Parish in which your child lives:	
Requested School:	

Religious Status of child (please indicate by placing a tick in the appropriate box – please note that a tick should be indicated in only a single box)

Criteria	Tick Box	Evidence [insert details in accordance with the Notes on page 4 of this document]
1. Catholic	☐	
2. Catechumen	☐	
3. Member of an Eastern Christian Church	☐	
4. Member of other Christian denomination	☐	
5. Member of other faith	☐	

Catholic Parish in which your child lives:

I confirm that:

1. I have completed the **online** Common Application Form (CAF).
   NOTE: When completing the Common Application Form (CAF), it is important that you provide details of any siblings (brothers or sisters) who will be attending the Catholic school/academy at the proposed time of admission. If this information is not provided on the Common Application Form (CAF), the admission authority of the Catholic school/academy may not be able to place the application within the correct criteria.
2. I have read the Admissions Policy of the school/academy and the information I have provided is correct.
3. I have read the statement on Data Protection and the General Data Protection Regulation (GDPR).

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 admission authority may withdraw any offer of a place even if the child has already started school.

Signed by parent/carer: _____

Date: _____

Data Protection and the General Data Protection Regulation (GDPR)

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 a Catholic primary school in the Diocese of Hallam.

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 can be found on the school website , and you can contact them with questions relating to our handling of the data. Their contact details can be found on the school website.

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 contacting the school under the complaints procedure, details of which can be found on the school's website. 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.

Notes

1. **Evidence of Catholic Baptism**

If the application is for a place at the school for a Catholic child, evidence of Catholic baptism or reception into the Church is required. A certificate of baptism, or a certificate of reception into the full communion of the Catholic Church, must be provided at the same time as this form is returned to the school.

The Admission Authority may request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was baptised or received into the Catholic Church, e.g. 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. Those parents/carers who have difficulty obtaining written evidence of baptism or reception into the Church should contact their Parish Priest.

2. **Evidence for Catechumens**

If the application is for a place at the school for a catechumen, evidence of their being a member of the catechumenate of a Catholic Church is required. A certificate of reception into the order of catechumens must be provided at the same time as this form is returned to the school.

3. Evidence of Membership of an Eastern Christian Church

If the application is for a place at the school for a member of an Eastern Christian Church, including Orthodox Churches, evidence of membership is required. A certificate of baptism or reception from the authorities of that Church must be provided at the same time as this form is returned to the school.

4. **Evidence for Other Christian Denominations and Other Faiths**

If the application is for a place at the school as a member of another Christian denomination or another faith, a letter (on headed paper) confirming membership of that Christian denomination or faith, and signed by the appropriate minister of religion or faith leader, is required. The letter must be provided at the same time as this form is returned to the school.

Checklist:

Have you enclosed (where applicable)?

- Copy of baptism or certificate of reception into the Catholic Church.
- Copy of baptism or certificate of reception into an Eastern Christian Church.
  - Letter confirming membership of a Christian denomination or other faith.

Have you completed your Online Common Application Form with the Local Authority?