



## Supplementary Information Form for ST FINIAN'S CATHOLIC PRIMARY SCHOOL

*If applying to the above school please fill in this form and hand in with the Common Application Form. Full details of each school's admission over subscription criteria are available from the school and outlined in West Berkshire's Parent's Guide to Primary Schools. The additional information on this form assists governors in placing applications in the correct oversubscription criteria.*

<b>SECTION 1 CHILD'S DETAILS</b>	<b>YEAR GROUP</b>	
<b>CHILD'S SURNAME</b>	<b>Child's first name</b>	<b>GirlBoy</b>

<b>Child's permanent home address</b>	
<b>POST CODE</b>	<b>CONTACT NUMBER</b>

**Name of first parent/carer living at above address**

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<b>SECTION 2 BAPTISM</b>			
<i>Please tick where appropriate</i>	<i>Copy attached</i>	<i>Original seen and copied by school</i>	<i>Original brought in to school</i>
<b>Evidence of baptism</b>			

<b>SECTION 3 CATECHUMENATE</b>	<i>Please ask your Parish Priest to sign</i>
I confirm that this child named above is a catechumenate	

<b>SECTION 4 TO BE FILLED IN BY THE LEADER OF YOUR WORSHIPPING COMMUNITY</b>
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*Please ask your Parish Priest or the leader of your Worshipping Community to fill in the following*

	<i>Please tick</i>
I confirm that this family are members of the Parish/Worshipping Community of	
I confirm that this family are members of this Parish/Worshipping Community and attend at least once a month	

<i>Please sign and write name and position</i>	<i>Name</i>
<i>Signed</i>	
<i>Date</i>	<i>Position</i>

**Contact details:** St Finian's Catholic Primary School Tel: 01635 865925 email: office@stfinians.w-berks.sch.uk  
 Please be aware that the information you provide will be passed on to the admissions committee in order for us to follow our admissions arrangements, then be kept in school and as part of your child's record in line with our retention schedule. For more information about our school's use of your child's data please go to <http://www.stfiniansprimary.co.uk>

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. Finian's Catholic Primary School, The Ridge, Cold Ash, Thatcham, RG18 9HU.
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 01635 865925 or emailing [finance@stfinians.w-berks.sch.uk](mailto:finance@stfinians.w-berks.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.
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 following our complaints procedure available on the school website or via the school office. If you are unhappy with how your complaint has been handles, you can contact the Information Commissioners Office via their website at: [ico.org.uk](http://ico.org.uk).