Supplementary Information Form (SIF) for St George Catholic VA College September 2022 Entry

THIS FORM SHOULD BE COMPLETED FOR CHILDREN APPLYING FOR A PLACE AT ST GEORGE (UNLESS IN CATEGORY 3 OR 9). IT MUST BE RETURNED TO ST GEORGE BY 31ST OCTOBER 2021 WITH EVIDENCE WHERE NECESSARY.

Child's **Surname**: …… Gender:……

Child's **Forename**: …… Date of Birth: ……..……

Current Primary School:……..…

Parent/Guardian name:……..……..……..……...

Address:……..

……

…… Post Code:……

Telephone Number:……...

Email:……..……

Please tick all boxes that apply to your application and <u>be sure to provide the necessary evidence</u> to accompany your completed application:

Admissions Policy Criteria	**Please tick:**
1. Baptised Catholic Looked After Children (LAC) and previously Looked After Children	
2. Baptised Catholic children	
3. Looked After Children (LAC) and previously Looked After Children	
4. Children who will have a sibling(s) at St George at the intended time of entry	
If ticking category 4, please name the sibling(s) in this box, and what year group they will be in at the intended time of entry for this applicant:	
5. All other children who attend a named feeder Catholic Primary School	
6. Children of staff at St George	
7. Children of other Christian denominations	
8. Children of other faiths	
9. All other children who do not fall within the above categories	

Signature of parent/guardian: …… Date: ……

Please note:

- This completed Supplementary Information Form, together with all supporting documentation (see notes: **EVIDENCE REQUIRED WITH APPLICATION**) **must be returned by 31st October 2021 to St George Catholic VA College Admissions, Leaside Way, Southampton, Hampshire, SO16 3DQ. This form can be submitted electronically, with scanned copies of evidence, to** info@stgcc.co.uk
- If you are applying to more than one Catholic School, you will need to complete a separate Supplementary Information Form for each school.
- **If you do not complete this form and return it to the College, with all supporting documentation, by the closing date, your child will not be placed in the appropriate category and this will affect your child's chance of being offered a place.**
- Remember – you **must** also apply for a place directly to the LA.
- If you have any questions about this form, please contact us by phone on 02380 322603 or by email at info@stgcc.co.uk

EVIDENCE REQUIRED WITH APPLICATION

- All applicants in categories 1 and 2 will be required to present a baptismal certificate with their application or written confirmation from a priest on headed paper, that the applicant has been received into the Catholic Church. This may be signed electronically and emailed to the school from the email account of the Church.
- All applicants applying for a place at St George as a member of other Christian Denominations (category 7) or other faiths (category 8), will need to provide a letter confirming membership of that Christian denomination or faith that has been signed by the appropriate minister of religion or faith leader. The letter should be provided at the same time that the SIF is returned to St George. The letter must be on headed paper. This may be signed electronically and emailed to the school from the email account of the religious community.

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 George Catholic VA College, Leaside Way, Southampton SO16 3DQ
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. If you have any questions relating to our handling of the data, you can contact our Data Protection Officer by phone on 02380 322603 or by email at info@stgcc.co.uk.
4. We require the information we have requested for reasons relating to our functions as the admission authority of the College.
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 College's enrolment system, and the data will be retained and processed on the basis of the College'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 College'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 using the Complaints Policy which can be found on our College website at www.stgcc.co.uk. 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.