

NOTES

1. Evidence of Catholic baptism/reception

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

2. Other denominations/faiths

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

CHECKLIST

Have you:

- enclosed a copy of baptism certificate or certificate of reception into the Catholic Church (where applicable)?
- enclosed a copy of baptism certificate or certificate of reception into the Eastern Orthodox Churches (where applicable)?
- enclosed a letter confirming membership of a Christian denomination or other faith (where applicable)?

Have you completed and returned your local authority's Common Application Form?

Declaration

Any offer of a place will be on the basis that the information supplied is accurate and up to date. Please read the declaration below and sign the form.

I confirm that I have read the Admissions Policy of the school and certify that the information given on this form is correct. I understand that any place offered will be withdrawn if I give false information, even if my child has started at a new school.

Signature of parent/carer:

Print name:

Date:

The data on this form will only be used within the school admissions system and will not be divulged to any third party outside the current Data Protection legislation.

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 Francis Catholic Primary School, a school within the Frassati Catholic Academy Trust, a charitable company limited by guarantee. Registered in England and Wales: Company Number: 8561153. Registered Office: St. Mary's School, Cookham Road, Berkshire, SL6 7EG. Frassati Catholic Academy Trust is the data controller for the school.
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 Mr David Masters and you can contact them with questions relating to our handling of the data. You can contact them by sending an email to head@smc-bracknell.com or telephone to 01344 424030.
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. You can find details about our complaints procedure on the school website at the following address: www.stfrancisprimary.org. 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.