Archdiocese of Liverpool

Supplementary Information Form– StAidan's Catholic Primary School

Admissions

Archdiocese *of* Liverpool

St Aidan's Catholic Primary School

SUPPLEMENTARY INFORMATION FORM

2028/2029

If you are expressing a preference for a place for your child at St Aidan's Catholic Primary Schoolin Wigan**and wish to apply under a faith criterion**, you should complete this Supplementary Information Form.

- The completed Supplementary Information Form, together with all supporting documentation (see Notes below), shouldb e returned inperson tothe Headteacher, St Aidan's Catholic Primary School, Holmes House Avenue, Winstanley, Wigan WN3 6EE by the closing date of 15th January 2028for which you will receivea receipt.
- If you are applying tomore than one Catholic school or academyyou will need to complete a separate Supplementary Information Form for each school/academy.
- If you do not provide the information required in this 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 and this may affect your child's chance of being offered a place.
- Remember – you **must**also completethe Common Application Form.

Name of child:	
Date of Birth:	
Address of child:	
Siblings who will be on roll at the school (including year group):[1]	
Parent/Carer Name:[2]	
Parent/Carer Email:	

Please read the relevant school/academy Admissions Policy, noting inparticular any faith criteria, and your Local Authority booklet, before completing this form.

NOTE: When completing the Common Application Formand this form, 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 the admission authority of the Catholic school/academymay not be able to place the application withinthe correct criteria.

[1] 'brother or sister' includes: all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address

[2] This does not require completion where an application is being made by a pupil on their own behalf for entry to year 12.

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)[3]

Criteria	Tick Box	Evidence: insert details in accordance with the Notes below
1. Catholic with a Certificate of Baptismor Certificate of Reception	☐	
2. Catechumen	☐	
3. Member of an Eastern Christian Church**not** in full communion with Rome	☐	
4. Member of other Christian Ecclesial Community	☐	
5 . Member of other faith	☐	

Catholic [Parish] in which your child lives:

Additional Information

Where evidence is provided at the time of application of an**exceptional social, medical or pastoral need**of the child which can most appropriately be met **at this school**, the application will be placed at the top of the category in which the application is made.

To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this **specific**school, the admission authority will require **compelling written evidence from an appropriate professional**, such as a social worker, doctor or priest.

[3] Schools will need to delete options to tailor the form to match their oversubscription criteria thereby avoiding asking for information which is unnecessary to apply the criteria.

Additional information:

In compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect andprocess the data we have asked you to provide on this form.

1. We are St Aidan's Catholic Primary 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 provideon this application form if we consider it is necessary in order to fulfil our functions.
3. The person responsible for data protection withinour organisation is Vicky Barkerand you can contact them with questions relating to our handling of the data. You can contact them by email at enquiries@admin.saintaidans.wigan.sch.uk
4. We require the information we have requested for reasons relating toour functions as the admission authority of the school/academy.
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 (Article6(1)(e) of the UK GDPR).
6. To the extent that you have shared any special categories of data this will not be shared with any third parties except asdetailedin 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 UK GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of domestic law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the UK GDPR).
8. If the application is successful, the information you have provided on this form will be migrated to the school's/academy's enrolment system, and the data will be retained and processed on the basis of the school's/academy's fair processing notice and dataprotection 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/academy may keep a simple record of all applications and

their outcome as part of their permanent archives in accordance with the school's/academy's data retention policy.

10. To read about your individual rights you can refer to the school's/academy's fair processing notice and data protection policies.
11. If you wish 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 office. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioner's Office via their website at: ico.org.uk.

I confirm that I have read the Admissions Policy of the school/academy and that the information I have provided is correct. I understand that I must notify the school/academy 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…….. Date……

Notes

1. Evidence of Catholic Baptism

If an application is being made for a place at the school/academy for a Catholic child evidence of Catholic baptism or reception into the Church is required. A certificate of baptism or certificateof reception into the full communion of the Catholic Church shouldbe provided at the same time as this form is returned to the school/academy. [The admission authority may request additional supporting evidence if the written documents that are provideddo not clarifythe 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 certificateor where the name of the Church does not state whether it is a Catholic Church or not. Those who have difficultyobtaining written evidence of baptism or reception intothe Church should contact their Parish Priest.]

2. Evidence for Catechumens

If an application is being made for a place at the school/academy for a catechumen evidence of their being a member of the catechumenateof a Catholic Church will be required. A certificate of reception into the order of catechumens should be provided at the same time as this form is returned to the school/academy.

3. Evidence of Membership of an Eastern Christian Church

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

4. Evidence for Other Christian Ecclesial Communities and Other Faiths

If an application is being made for a place at the school/academy as a member of another Christian Ecclesial Community or another faith evidence confirming membership of that Christian Ecclesial Community or faith, and signed bythe

appropriate minister of religion or faith leader, will be required. The evidence should be provided at the same time as this form is returned to the school/academy.

Checklist:

Have you enclosed?

- Copy of baptism or certificate of reception into the Catholic Church (where applicable).
- Evidence confirming membership of a Christian Ecclesial Community or other faith (where applicable).[4]
- Have you completed and returned your local authority's Common Application Form?

[4] Delete where schools are not using criteria giving priority to members of another Christian Ecclesial Community or other faith.