

Diocese of Westminster

St Michael Catholic Primary School & Nursery

Supplementary Information Form 2026 – 2027



## ST MICHAEL CATHOLIC PRIMARY SCHOOL & NURSERY

### SUPPLEMENTARY INFORMATION FORM

**2026-2027**

If you are expressing a preference for a place for your child at St Michael Catholic Primary School & Nursery in Surrey **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), should be **returned to the school office** by the closing date, 15<sup>th</sup> January 2026.
- If you are applying to more than one Catholic school or academy you 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, with all supporting documentation, by the closing date, your child may not be placed in the appropriate faith category and this is likely to affect your child's chance of being offered a place.**
- Remember – you **must** also complete Surrey's online Common Application Form.

Name of child:

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Address of child:

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#### Parent/Carer Details

Name of Parent/Carer:

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Address (if different from above)

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Telephone Number(s):

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Email address(es):

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Please read the school's Admission Policy, noting in particular any faith criteria, and Surrey's Admissions webpage (<https://www.surreycc.gov.uk/schools-and-learning/schools/admissions>) before completing this form.

NOTE: When completing Surrey's Online Common Application Form, it is important that you provide details of any siblings (brothers or sisters) who will be attending the school at the proposed time of admission. If this information is not provided the admission authority may not be able to place the application within the correct criteria.

### Children of staff

Please tick this box if the child is applying as a child of a member of staff who has been employed at the school for at least two years ☐

**Religious Status of child (please indicate by placing a tick in the appropriate box – please tick only one box)**

| Criteria                                                                  | Tick Box                 | Evidence (insert details in accordance with the Notes below) |
|---------------------------------------------------------------------------|--------------------------|--------------------------------------------------------------|
| 1. Catholic <u>with</u> a Certificate of Catholic Practice (see note 1&2) | <input type="checkbox"/> |                                                              |
| 2. Catholic <u>without</u> Certificate of Catholic Practice (see note 1)  | <input type="checkbox"/> |                                                              |
| 3. Catechumen (see note 3)                                                | <input type="checkbox"/> |                                                              |
| 4. Member of an Eastern Christian Church (see note 4)                     | <input type="checkbox"/> |                                                              |
| 5. Other Christian Denominations (see note 5)                             | <input type="checkbox"/> |                                                              |
| 6. Other Faith (see note 6)                                               | <input type="checkbox"/> |                                                              |

Catholic Parish in which your child lives:

**I confirm that I have read the Admissions Policy of the school and that the information I have provided is correct. 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.....

Date.....

### Checklist:

Have you enclosed:

- Copy of baptism or certificate of reception into the Catholic Church (where applicable).
- Certificate of Catholic practice (where applicable).

Have you completed and returned Surrey's Online Common Application Form?

## **Notes**

### **1. Evidence of Catholic Baptism**

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 certificate of baptism or certificate of reception into the full communion of the Catholic Church should 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 who have difficulty obtaining written evidence of baptism or reception into the Church should contact their Parish Priest.

### **2. Evidence of Catholic Practice**

If application is being made for a place at the school for a Catholic child with a Certificate of Catholic Practice, this must be signed by a Catholic priest in the form laid down by the Bishops' Conference of England and Wales. The certificate should be obtained from the family's parish priest, or the priest in charge of the Church where the family practises, and should be provided at the same time as this form is returned to the school.

### **3. Evidence for Catechumens**

If application is being made for a place at the school for a catechumen evidence of their being a member of the catechumenate of 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.

### **4. Evidence of Membership of an Eastern Christian Church**

If application is being made for a place at the school 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 should be provided at the same time as this form is returned to the school.

### **5. Evidence for Other Christian Denominations**

If application is being made for a place at the school for a child of other Christian denominations, evidence of reception into the Church is required. A certificate or written confirmation the child is a member of the faith community, from a minister or faith leader, should be provided at the same time as this form is returned to the school.

### **6. Evidence for Other Faiths**

If application is being made for a place at the school for a child of other Faiths, evidence of reception into the faith community is required. A certificate or written confirmation the child is a member of the faith community, from a minister or faith leader, should be provided at the same time as this form is returned to the school.

## Data Protection

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 Michael Catholic Primary School, Feltham Hill Road, Ashford, Surrey, TW15 2DG

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 our School Business Manager and you can contact them with questions relating to our handling of the data. You can contact them by email: [info@st-michaels.surrey.sch.uk](mailto:info@st-michaels.surrey.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 your individual rights you can refer to the School'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 following our complains policy, which is available on our website. 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](http://ico.org.uk).

### **ADMISSIONS PRIVACY NOTICE FOR ST MICHAEL CATHOLIC PRIMARY SCHOOL**

St Michael Catholic Primary School is a data controller for the purposes of the Data Protection Act 2018 and is committed to dealing with your information safely and securely. We need to collect and share information in order to fulfil our obligations as an admission authority. We take our responsibility to protect your data seriously and we will use it in accordance with the legal requirements of the Data Protection Act 2018.

We will comply with the School Admissions Code, which has the force of law. In respect of in-year admissions, the academy company is the admissions authority for this school. The information you provide to us on your Supplementary Information Form (SIF), any supporting papers or appeal documentation you provide will be used to:

- Process your application
- Consider Admission Appeals.

**We may also use this data for the following purposes:**

- Forward planning as part of school budget, forecasting and reorganisation proposals
- To assist in the development of policy proposals
- For the prevention and/or detection of crime or fraud
- For research and statistical purposes when we will ensure that statistics are developed in such a way that individual children cannot be identified

**In order to administer admissions to this school the following information may be collected by us:**

- Name and date of birth
- Address where the child ordinarily lives at the time of application, which will be used for distance calculation purposes
- Supplementary information i.e. information on religious affiliation and status
- Parent name and contact details
- Details of baptism and/or Catholic practice
- Information on parish of residence.

**Agencies we will share the information with:**

- The Department for Education, to comply with statutory data collections
- The LA, to verify the information provided so that the admission scheme\process can be accurately administered
- Admission Appeal panels
- The Schools Adjudicator, in response to any objections raised
- In Year Fair Access Panel, where applicable, to enable them to appropriately place complex admissions
- The Local Government and Social Care Ombudsman, when investigating maladministration of school admissions and admission appeals.

**School Retention Policy:**

The information listed above will be retained securely by the school for 8 years, after which it will be destroyed.

**For further information, please refer to the Privacy Policy on the School website or contact:** The School Business Manager: [sbm@st-michaels.surrey.sch.uk](mailto:sbm@st-michaels.surrey.sch.uk)