|  |  |  |
| --- | --- | --- |
|  |  | OFFICE USE ONLY  Date Received  Copy of Baptism/Reception Certificate  Certificate of Catholic Practice  Non-Catholic Faith  Staff  Criteria |

**Supplementary Information Form** **for In-Year Admissions in 2024-25**

**(to be returned to the school)**

Parents / Carers are requested to complete this form clearly in **BLACK** ink

|  |
| --- |
| **Child Surname** |
| **Child Forename(s)** |
| **DOB:** |
| **Parent/Carer (Title, Forename, Surname)** |
| **Contact Number** |
| **Email address** |

|  |  |  |
| --- | --- | --- |
| Is your child a baptised Catholic?  (please attach a photocopy of the Certificate of Baptism to this form) | **Yes** | **No** |
| Catechumens and members of an Eastern Christian Church  (please attach a photocopy of the Certificate of Reception to this form) | **Yes** | **No** |
| If NO, does your child practise in another Christian denomination/other faith? | **Yes** | **No** |
| Please specify which faith :  (please attach written confirmation of membership of your faith from a faith leader and/or a photocopy of the Certificate of Baptism to this form, where applicable |  | |

|  |  |  |
| --- | --- | --- |
| Does your child have a compelling exceptional social/medical/pastoral need?  If yes, please attach detailed documentary evidence from an appropriate professional. | **Yes** | **No** |

**Checklist for Parents**

|  |  |
| --- | --- |
|  | Tick |
| Original SIF returned to John F Kennedy Catholic School |  |
| Photocopy of Baptism/Reception Certificate returned to John F Kennedy Catholic School |  |
| Certificate of Catholic Practice (original) or Confirmation of Membership of a Non-Catholic Faith returned to John F Kennedy Catholic School (copies of the Certificate of Catholic Practice can be obtained from the priest at the parish where the family normally worships and can also be found on the Diocese of Westminster website – follow schools/parents). |  |
| Local Authority e-admissions Application Form completed online or returned to relevant Local Authority |  |

IMPORTANT ADMISSION APPLICATION INFORMATION

If delivering by hand to the school, we encourage all applicants to ensure that SIFs and

supporting documents (photocopies of baptism certificates and original Certificate of Catholic Practice)

are completed and submitted during the school day (8.30am to 4.00pm).

If you are returning the forms by post please ensure that the correct postage is applied as the school

does not accept underpaid mail.

**JFK does not confirm receipt of documentation.**

The information obtained by the school on the Supplementary Information Form and from the Local Authority will be used for the purposes of school admissions only and in compliance with the GDPR and Data Protection Act 2018. For further information on the School’s Admissions privacy notice please see the attached notice or visit the school website on [www.jfk.herts.sch.uk](http://www.jfk.herts.sch.uk)

**ADMISSIONS PRIVACY NOTICE FOR JOHN F KENNEDY CATHOLIC SCHOOL**

John F Kennedy Catholic 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 School 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:**

* 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 appeals

**School Retention Policy:**

The information listed above will be retained securely by the school for 2 years, after which it will be destroyed.

**For further information please refer to the Privacy Policy on the School website or contact:** dpo@jfk.herts.sch.uk

[Facebook](https://www.facebook.com/SotonCC/) [YouTube](https://www.youtube.com/SouthamptonNews)