



English Martyrs Catholic Primary School Supplementary Information Form for Applications for Admission in 2024/25

If you are expressing a preference for a place for your child at English Martyrs Catholic Primary School and wish to apply under a faith category, you should complete this Supplementary Information Form.

- The completed Supplementary Information Form, together with all relevant **ORIGINAL** supporting documentation (please see overleaf) **should be returned** to English Martyrs Catholic Primary School, Dee Road, Tilehurst, Reading, RG30 4BE by the closing date set by the Local Authority for the return of the Common Application Form.
- **If you do not complete this form and return it to the school with all supporting documentation, by the closing date, your child will 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 the Common Application Form and either submit it online or return it directly to the Schools Admissions Team at Brighter Futures for Children, RBC Civic Offices, Bridge Street, Reading RG1 2LU.

The closing date for the receipt of these forms is 15th January 2024.
Please refer to the Admissions Arrangements 2024/25.

In Year Admissions - If you are applying for a place outside the normal admission round, i.e. an in-year admission, please return this form and supporting documentation with your application form or within 7 days of receipt of this form

PART 1

Surname of child:

First name(s) of child:

Date of Birth:

Address: _____

_____ Postcode _____ Contact Telephone No _____

Sibling in school at time of application: YES / NO Name of Sibling _____

NOTE: When completing the Common Application Form it is important that you provide details of any siblings (brothers or sisters) who will be attending English Martyrs Catholic Primary 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 category.

PART 2

Please indicate below the category in which you are applying. Please refer to the Admissions Arrangements 2024/25

| Category | Application Category ✓ | Evidence Required (see below) | Evidence Provided ✓ |
|--|---------------------------|----------------------------------|------------------------|
| 1. Baptised Catholic 'looked after children' and previously 'looked after children' | | A | |
| 2. Baptised Catholic children with a sibling attending the school at the time of proposed admission of the applicant | | A | |
| 3. Other Baptised Catholic children | | A | |
| 4. Other 'looked after children' and previously 'looked after children' | | None | |
| 5. Other children with a sibling attending the school at the time of the proposed admission of the applicant | | None | |
| 6. Children with a Baptised Catholic parent/carer | | B | |
| 7. Children from other Christian denominations | | C | |
| 8. Children from other religious faiths | | C | |
| 9. Other applicants | | None | |

Original Documentation / Evidence required in support of application

| | | |
|---|--|---------------------|
| A | Child's Baptismal Certificate or letter/certificate of reception into full communion of the Catholic Church | Category 1, 2 and 3 |
| B | Parent's Baptismal Certificate or letter/certificate of reception into full communion of the Catholic Church | Category 6 |
| C | Child's Baptismal Certificate, if appropriate or a signed letter from the Minister / Religious Leader confirming membership of Christian denomination or faith | Category 7 and 8 |

Supporting documentation from ministers or faith leaders may be signed electronically and emailed direct to the school from the minister, faith leader's or church's email account.

PART 3

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 Arrangements 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 the school. | |
| Signature of Parent / Carer: | |
| Print name of Parent / Carer: | Date |

DATA PROTECTION

In accordance with the General Data Protection Regulations (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 ask you to provide on this form.

We are English Martyrs Catholic Primary School, Dee Road, Tilehurst, Reading, RG30 4BE. 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 form if we consider it necessary in order to fulfil our functions.

The person responsible for data protection for our organisation is Craig Stilwell at Judicium Education and you can contact him with questions relating to our handling of the data. The contact details for Judicium are as follows:

Judicium Education, 72 Cannon Street, London. EC4N 6AE.
www.judiciumeducation.co.uk dataservices@judicium.com 0203 326 9174

We require the information requested for reasons relating to our functions as the admission authority for the school.

- 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).
- 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.
- 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).
- 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.
- 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.
- To read about your individual rights you can refer to the school's fair processing notice and data protection policies.
- 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 the school. <https://www.englishmartyrs.reading.sch.uk/key-information/complaints-procedure>.
- If you are unhappy with how your complaint has been handled, you can contact the Information Commissioner's Office via their website at: www.ico.org.uk.