



## In-Year Admission Form (IYAF)

**Please complete this form clearly in black ink**

1. Child's Surname: ..... Christian Name(s): .....

Date of Birth: .....

Address: .....

Post Code: ..... Email address: .....

Home telephone number: ..... Mobile Number: .....

Parish of regular worship: .....

Current School: .....

Year Group required (please circle one):    **Year 7**    **Year 8**    **Year 9**    **Year 10**    **Year 11**

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2. Is your child Baptised a Catholic? Yes / No  
(A copy of your child's Baptism Certificate must be attached to your application)

Please read the oversubscription criteria from the Admissions Policy available on the website ([www.joa.herts.sch.uk](http://www.joa.herts.sch.uk)) and tick which criterion you are applying under:

- Criterion (1)** Catholic children looked after, children previously looked after by a local authority and internationally adopted previously looked after child (IAPLAC) (read Note 1)
- Criterion (2)** Baptised Catholic Children from other Catholic families (read Note 2)
- Criterion (3)** Other children looked after, children previously looked after by a local authority and internationally adopted previously looked after child (IAPLAC) (read Note 1)
- Criterion (4)** Siblings, other than those covered in criterion (1) to (4) (read Note 3)
- Criterion (5)** Children of other Christian denominations (read Note 4)
- Criterion (6)** All other applicants not covered by criterion 1 - 6

Note: If applying under Criterion 6 'Children of other Christian denominations' we require their original baptism certificate or a letter from their minister/faith leader confirming membership of the faith community which must be seen and photocopied by St Joan of Arc Catholic School.

**I have read the full Admissions Policy and understand that within each criteria applications will be considered in accordance with the identified priority order** Yes / No

I have enclosed a photocopy of my child's Baptismal Certificate Yes / No

The Governors will give top priority to an application within each criterion where there is **compelling** evidence of an **exceptional social, medical or pastoral need** of the child, which can only be met at this school. This **must** be outlined in a letter describing the exceptional circumstances and supported by recent detailed documentary evidence from an appropriate professional submitted **with** the application form. Please note these

should be **exceptional** needs explaining why St Joan's would best meet those needs and why they could not be met at another maintained school.

Are there any Exceptional Social, Medical or Pastoral Needs that you wish the Governors Admissions Panel to consider as part of your child's application Yes / No

Parent/Guardian Full Name (Printed): .....

Signed by Parent/Guardian: .....

Date: .....

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**FORM TO BE RETURNED TO THE SCHOOL FOR THE ATTENTION OF THE HEADTEACHER'S PA**

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*The school is committed to protecting the information provided by parents/carers and using it only for the purpose for which it was obtained. For information on the school's Privacy Notice please see below or look on the school website under Privacy Notice or contact the school for a hard copy.*

## **ADMISSIONS PRIVACY NOTICE FOR ST JOAN OF ARC CATHOLIC SCHOOL**

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St Joan of Arc 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 St Joan of Arc Catholic 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:**

- 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 Headteacher, St Joan of Arc Catholic School, High Street, Rickmansworth, Hertfordshire, WD3 1HG