



**SUPPLEMENTARY INFORMATION FORM (SIF) 2023/2024**

*(To be returned to the school)*

**For internal use only:**

Criteria: \_\_\_\_\_ Priority: \_\_\_\_\_ Date Received: \_\_\_\_\_

Copy of Baptism Certificate supplied: Yes / No (circle one)

Date Checked by Governor's Admission Panel: \_\_\_\_\_ Signed: \_\_\_\_\_

**Please complete this form clearly in black ink using block capitals**

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

Date of Birth:.....

Address:.....

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

Home Tel No: ..... Mobile Tel No: .....

Parish of regular worship:.....

**2. Admission Criteria**

**Please read the oversubscription criteria and notes in the admission policy before completing the table below:**

	Tick Yes	Tick No
Is your child a Catholic child looked after or child previously 'looked after by a local authority' or an internationally adopted previously looked after child (IAPLAC) (read Note 1)		
Is your child baptised a Catholic? (See Note 2) (A copy of the child's Certificate of Baptism should be attached to the school SIF)		
Is your child a child looked after or child previously 'looked after by a local authority' or an internationally adopted previously looked after child (IAPLAC) (read Note 1)		
Does your child have a sibling currently attending the school (See Note 3)		
Is your child of another Christian denomination? (See Note 4). (A copy of the child's Certificate of Baptism should be attached to the school SIF)		
Are there any Exceptional Social, Medical or Pastoral Needs that you wish the Governors Admission Panel to consider as part of your child's application (see Note 5)		

I confirm that I have read and understood the Admissions Policy 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 that the governors may withdraw any offer of a place even if the child has already started school.

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

Signed by Parent/Guardian: ..... Date: .....

---

### Checklist for Parents

- |  | Tick                     |
|--|--------------------------|
| • Original SIF returned to St Joan of Arc Catholic School by the deadline  | <input type="checkbox"/> |
| • Copy of Baptism Certificate returned to St Joan of Arc Catholic School by the deadline                             | <input type="checkbox"/> |
| • Local Authority e-admissions Application Form completed online or returned to relevant Local Authority by deadline | <input type="checkbox"/> |

### **IMPORTANT ADMISSION APPLICATION INFORMATION**

Please be aware that the national deadline (**31<sup>st</sup> October 2022**) for returning the Supplementary Information Form (SIF), which must be returned directly to the school as part of the application process, falls within the half term holiday for St Joan's. This deadline date is set nationally and not one we have control over.

**As a consequence, please be aware that the school will not be open to personally receive applications and give receipts during the half-term break from Friday 23<sup>rd</sup> October 2022 – Friday 30<sup>th</sup> October 2022 (provisional dates).**

Therefore, if delivering by hand to the school, we urge all applicants to ensure that SIFs and supporting documents are completed and returned by  
**4.00pm on Thursday 22<sup>nd</sup> October 2022 (provisional dates).**

**Please note that this date does not affect any applications being sent by post to the school during the half-term break.**

**Please note that if you are returning the forms by post please ensure that the correct postage is applied as the school does not accept underpaid mail.**

**Also forms will not be accepted if submitted via email.**

**THANK YOU FOR CONSIDERING ST JOAN OF ARC CATHOLIC SCHOOL FOR YOU CHILD.**

*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**

---

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