

**Diocese of Westminster**  
**Catholic Secondary Schools**



**Supplementary Information Form 2023/24**

<p><b>Name and Address of School: St Gregory's Catholic Science College</b> <b>Donnington Road, Kenton, Middlesex. HA3 0NB</b></p> <p>This form should be completed and returned (by post or by hand) directly to the school F.A.O Mrs Brennan, Admissions Secretary by the closing date set down in the school's published Admissions Policy</p>
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**Child's Details**

Child's surname:		
Child's Christian or other first name:		
Home Address:		Date of Birth:
Postcode:		

**Parent/Carer Details**

Parent(s)/Carer(s) name:		
Address: where different from above:		
Telephone number:		

**Details of Religion**

Religion of child:(Please tick)	Catholic	Other Christian (name of denomination e.g. Methodist)	Other faith (name of faith)
Catholic Parish you live in:			
Church where child was baptised and date of baptism: (baptism certificate required)			
Name and position of priest providing Certificate of Catholic Practice or religious leader supplying letter confirming membership of the faith community (where appropriate)			

**Details of Primary School**

Primary school attended by your child within All Saints Trust – please state name of school and address including postcode.	
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## AFFIRMATION

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.

Signed

Date

### Checklist

Have you enclosed?	Please tick	Office use only
Copy of baptism certificate (where necessary)		
Certificate of Catholic Practice (where necessary)		
Evidence of exceptional need (where appropriate)		
<b>Have you completed?</b>		
Your local authority's Common Application Form		

**Please note:** Where applicable parents can obtain a 'Certificate of Catholic Practice' from the priest at the parish where the family normally worships or from the Diocese of Westminster website at [www.rcdow.org.uk](http://www.rcdow.org.uk) (follow schools, for parents)

Applicants from other Christian denominations and other faiths may attach either a certificate of baptism or a letter from their minister or religious leader confirming membership of the faith community.

You **must** complete your local authority's Common Application Form and return it to the council offices by the closing date. If you do not do this you will not be offered a place.

## **ADMISSIONS PRIVACY NOTICE FOR ST GREGORY’S CATHOLIC SCIENCE COLLEGE**

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St Gregory’s Catholic Science College 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 governing body 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:

- successful applicants - the papers will be added to the child’s file and this will be retained (until the child reaches the age of 25).
- unsuccessful admissions – until the appeals process is completed + 1 year then secure disposal.
- withdrawn applications - papers are retained for one year then secure disposal.

**For further information please refer to the Privacy Policy on the School website or contact Ms Ann Briffa c/o St Gregory’s Catholic Science College or**

Mr Matthew Lantos (St Gregory’s Catholic Science College Data Protection Officer)  
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