



2025-2026

**SUPPLEMENTARY INFORMATION FORM FOR ADMISSION
TO A CATHOLIC SCHOOL**

Corpus Christi Catholic Primary School, Halton Moor Avenue, Leeds



If you are expressing a preference for a place for your child at Corpus Christi Catholic Primary School in Leeds Local Authority **and wish to apply under a faith criterion**, you should complete this Supplementary Information Form.

- The completed Supplementary Information Form, together with all supporting documentation (see Notes below), should be **returned to Admissions, Corpus Christi Catholic Primary School, Halton Moor Avenue, Leeds, LS9 0HA** by the closing date **15th January 2025**.
- If you are applying to more than one Catholic school or academy, you will need to complete a separate Supplementary Information Form for each school/academy.
- **If you do not provide the information required in this form and return it to the school, with all supporting documentation, by the closing date, your child may not be placed in the appropriate faith category and this may affect your child's chance of being offered a place.**
- Remember – you **must** also complete the online Common Preference Form. <https://www.leeds.gov.uk/schools-and-education/school-admissions>

Full name of child (including surname)	
Date of birth	
Child's permanent address including postcode	
Contact telephone number(s)	

Full name of parent/carer	Relationship to child

If, at the time of admission, you will have other children attending this school, please provide details below:	
Full name(s)	Date(s) of birth

CATHOLIC CHILDREN

If you think that your application should be considered under category 1-4 then you must supply the information below and attach the evidence requested.

Date of baptism <i>(You must attach proof of baptism i.e. baptism certificate or a letter from your priest)</i>		Place of baptism and address	
---	--	-------------------------------------	--

EASTERN CHRISTIAN CHURCH

If you think that your application should be considered under category 7 then you must supply evidence of baptism as requested in the admission policy.

Date of Baptism <i>(You must attach proof of baptism i.e. baptism certificate or a letter from the authorities of the church)</i>		Place of Baptism and address	
Name of Eastern Christian Church of which you are a member			

I confirm that I have read the Admissions Policy of the school 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, the governing body may withdraw any offer of a place even if the child has already started school.

Signed	Date

Please return your completed form to the school.

<i>For school use only</i>		
		Initials
Date SIF received		
Verification of baptism		
Year Group		

In compliance with the UK General Data Protection Regulation (UK 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 have asked you to provide on this form.

1. We are Corpus Christi Catholic Primary School, Halton Moor Avenue, Leeds, LS9 0HA
2. 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 application form if we consider it is necessary in order to fulfil our functions.
3. The person responsible for data protection within our organisation is Data Protection Officer Bywater Kent and you can contact them with questions relating to our handling of the data. You can contact them at

Data Protection Officer Bywater Kent
 Bywater Kent Support Services Limited
 7 Crompton Drive
 Morley
 Leeds
 LS27 9TJ
 Email: Dpo@bywaterkent.co.uk
 Telephone: 0113 3368400

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

5. 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 UK GDPR).
6. 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.
7. 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 UK GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of domestic law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the UK GDPR).
8. 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.
9. 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.
10. To read about individual rights you can refer to the school's fair processing notice and data protection policies.
11. 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 our organisation as outlined in the school's complaint policy. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioners Office via their website at: ico.org.uk.