St Ignatius Catholic Primary School

Member of the Mater Ecclesiae Multi Academy Trust

SUPPLEMENTARY INFORMATION FORM:

DIOCESE OF LANCASTER

ST IGNATIUS CATHOLIC PRIMARY SCHOOL, PRESTON

SUPPLEMENTARY INFORMATION FORM

2028/2029

If you are expressing a preference for a place for your child at **St. Ignatius Catholic Primary** in **Lancashire 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 The Office at St. Ignatius Catholic Primary** by the closing date **15th January 2028.**
- 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 Common Application Form.

Name of child: _____

Address of child: _____

_____

_____

Parent/Carer Name:

Parent/Carer Email: _____

Please read the relevant school Admissions Policy, noting in particular any faith criteria, and your Local Authority booklet, before completing this form.

Religious Status of child (please indicate by placing a tick in the appropriate box – please note that a tick should be indicated in only a single box)

Criteria	Tick Box	Evidence: insert details in accordance with the Notes below
1. Catholic looked after and previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted[1].	□	
2. Catholic children who are resident in the parish of St. Ignatius[1].	□	
3. Other Catholic children[1].	□	
4. Other looked after and previously looked after children including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted	□	
5. Catechumens and members of an Eastern Christian Church[2]	□	
6. Children of other Christian denominations whose membership is evidenced by a minister of religion[3].	□	
7. Children of other faiths whose membership is evidenced by a religious leader[3].	□	
8. Any other children.	□	
Siblings attending school at the time of admission (Sept 2027)		

Catholic Parish in which your child lives:

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 St. Ignatius Catholic Primary School, part of the Mater Ecclesiae Trust. The registered name of the academy trust company is Mater Ecclesiae Catholic Multi

Academy Trust. The Trust is the data controller for the purposes of data protection law. As a school within this trust, St. Ignatius operates under the governance and policies of Mater Ecclesiae Catholic Multi Academy Trust, which is responsible for determining how and why personal data is processed across all its academies.

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 Vanessa Spinks and you can contact them with questions relating to our handling of the data by emailing dpo@mecmat.org

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 your 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 by reporting to St. Ignatius Catholic Primary. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioner's Office via their website at: ico.org.uk.

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 Admission Authority may withdraw any offer of a place even if the child has already started school.

Signed…….. Date……

Notes

1. Evidence of Catholic Baptism

If an application is being made for a place at the school for a Catholic child evidence of Catholic baptism or reception into the Church is required. A certificate of baptism or certificate of reception into the full communion of the Catholic Church should be provided at the same time as this form is returned to the school.

[The admission authority may request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was baptised or received into the Catholic Church, e.g. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not. Those who have difficulty obtaining written evidence of baptism or reception into the Church should contact their Parish Priest.]

2. Evidence for Catechumens and Eastern Christian Church

If an application is being made for a place at the school for a catechumen evidence of their being a member of the catechumenate of a Catholic Church will be required. A certificate of reception into the order of catechumens should be provided at the same time as this form is returned to the school.

If an application is being made for a place at the school for a member of an Eastern Christian Church, including Orthodox Churches, evidence of membership will be required. A certificate of baptism or reception from the authorities of that Church should be provided at the same time as this form is returned to the school.

3. Evidence for Other Christian Denominations and Other Faiths

If an application is being made for a place at the school as a member of another Christian denomination or another faith evidence confirming membership of that Christian denomination or faith, and signed by the appropriate minister of religion or faith leader, will be required. The evidence should be provided at the same time as this form is returned to the school.

Checklist:

Have you enclosed with your SIF?

- Copy of baptism or certificate of reception into the Catholic Church[1] (where applicable).
- Evidence confirming membership of the catechumenate of a Catholic Church or Eastern Christian Church[2].
- Evidence confirming membership of a Christian denomination or other faith (where applicable).[3]

Have you completed and returned your local authority's Common Application Form?