the **DIOCESE** *of*
EAST ANGLIA

St. Augustine's Catholic Primary School

Admission to Reception in September 2027
Supplementary Information Form (SIF)

IMPORTANT: In accordance with the school's published Admissions Policy (available on the school website) you are strongly recommended to complete and return this form.

Please return this completed form and any associated documentation by **15 January 2027** to **Admissions Officer, St. Augustine's Catholic Primary School, West End, Old Costessey, Norwich. NR8 5AG OR email office@st-augustines.norfolk.sch.uk**

If you wish to apply for a place for your child at St. Augustine's Catholic Primary School (for entry into Reception Year in September 2027) please provide the following information. This is necessary to allow each applicant to be placed in the correct category in accordance with our published admissions policy. Failure to provide complete information will make it impossible for us to recognise the correct category for your child and will lead to their being placed in a lower category. Please note that attendance at a nursery school does not guarantee a child a place at the same primary school.

*It is **essential** that you also complete the Local Authority form (known as the common application form) and return it to the same Local Authority. Parents of children attending or due to attend State Schools should receive details of the Local Authority admissions process from their own Local Authority.*

I have completed my own Local Authority's school application form YES / NO

Name of Child: _____

Date of Birth: _____

Name of Parent/Carer: _____

Home Address: _____

_____

Telephone Number: _____

1. If **Catholic** please state:

Date of Baptism: _____

Place / Parish of Baptism: _____

Please enclose a copy of your child's Catholic Baptismal Certificate.
We cannot recognise children as being Catholic without this evidence.

(Please turn over)

2. If your child is **due to be baptised** into the Catholic Church, is **of another Christian denomination** or is of **another faith**, please provide a copy of any Baptismal certificate, or a letter of proof from a religious leader, as appropriate.

RETURNING THIS FORM

Please return this form and any associated documentation to Admissions Officer, St. Augustine's Primary School, West End, Old Costessey, Norwich, NR8 5AG OR **office@st-augustines.norfolk.sch.uk by 15th January 2027.**

St. Augustine's Catholic Primary School *will send out an acknowledgement of receipt of this Supplementary Information Form to reassure parents their application has been received. Please allow two weeks for this acknowledgement to come through before contacting the School Office.*

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 Augustine's Catholic Primary School, part of St John the Baptist Catholic Multi Academy Trust Company No: 7913261 Registered Office: Surrey Street, Norwich NR1 3PB
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 John Eady and you can contact them with questions relating to our handling of the data. You can contact them by email John Eady at Notre Dame High School, jeady@ndhs.org.uk
4. We require the information we have requested for reasons relating to our functions as the admission authority of the school/academy.
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). Page 2 of 3
8. If the application is successful, the information you have provided on this form will be migrated to the school's/academy's enrolment system, and the data will be retained and processed on the basis of the school's/academy'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/academy may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the school's/academy's data retention policy.
10. To read about your individual rights you can refer to the school's/academy'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 following the **St. John the Baptist Trust Complaints Policy on the Trust website:** https://www.stjohnthebaptist-cmat.org.uk/policies 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. The schools within St John the Baptist Catholic Multi Academy Trust, and the Trust itself, aim to meet their statutory obligations when responding to complaints from parents of pupils at the school, and others.

When responding to complaints, we aim to:

- Be impartial and non-adversarial
- Facilitate a full and fair investigation by an independent person or panel, where necessary
- Address all the points at issue and provide an effective and prompt response
- Respect complainants' desire for confidentiality
- Treat complainants with respect and courtesy
- Make sure that any decisions we make are lawful, rational, reasonable, fair and proportionate, in line with the principles of administrative law
- Keep complainants informed of the progress of the complaints process
- Consider how the complaint can feed into school improvement evaluation processes.

We try to resolve concerns or complaints by informal means wherever possible. Where this is not possible, formal procedures will be followed.

The school and Trust will aim to give the complainant the opportunity to complete the complaints procedure in full.

To support this, we will make sure we publicise the existence of this policy and make it available on the Trust website.