



**Diocese of Westminster**  
**Sacred Heart Catholic Primary School**  
**Supplementary Information Form**  
**2024 - 2025**



**Name and Address of School (please return the form to this address):**

Sacred Heart Catholic Primary School  
Broadmeads, Ware, Hertfordshire, SG12 9HY

**Child's Details**

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

**Parent/Carer Details**

Parent(s)/Carer(s) name:	
Address: (If different to above)	
Telephone number:	

**Details of Religion**

Religion of child: (Please tick)	Catholic	Other Christian (name of denomination e.g Methodist)	Other faith
Catholic Parish you live in:			
Church where child was baptised and date of baptism: (baptism certificate required where necessary)			

Names of brothers or sisters at this school:	Name	Class or Year
Is your child 'looked after', adopted or subject to a child arrangements or special guardianship order having previously been 'looked after'? (Please circle your response) *	Group	
	YES	NO
Does your child have exceptional medical, pastoral or social needs that can only be met by attendance at this school? Please circle. (Professional evidence will be required at time of application)		
YES NO		

\* A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

**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.....

**Please note:**

- Applicants from other Christian denominations and other faiths may attach a certificate of baptism or a supporting statement/letter from their minister or religious leader confirming membership of the faith community.
- You must complete your local authority's Common Application Form available on line at [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions), or available in hard copy by phoning 0300 123 4043 and return it to the council offices by the closing date. If you do not do this you will not be offered a place.

**Checklist:**

Have you enclosed?      Copy of baptism certificate (where necessary)  
    Letter from Minister or Religious Leader (where necessary)  
    Evidence of exceptional need (where necessary)

**Have you completed** your local authority's online application form?

***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 look on the school website at [www.sacredheart312.herts.sch.uk](http://www.sacredheart312.herts.sch.uk) under Privacy Notice or contact the school office for a hard copy.***

## **ADMISSIONS PRIVACY NOTICE FOR SACRED HEART CATHOLIC PRIMARY SCHOOL**

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Sacred Heart Catholic Primary 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, Sacred Heart Catholic Primary 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: Michelle Fusi, Headteacher on 01920 461678 or email: [admin@sacredheart312.herts.sch.uk](mailto:admin@sacredheart312.herts.sch.uk)**