Diocese of Westminster

Supplementary Information Form 2027–2028

St Augustine's Catholic Primary School

Disbrowe Road, Hammersmith, London, W6 8QE

Child's Details

Child's Surname: Child's First Name:	
Home Address:	Date of Birth:
	Postcode:

Parent/Carer Details

Parent/Carer's Name:	
Address (if different from above): Telephone Number: E-mail:	

Sibling Details

Sibling/s attending school at time of admission:	Yes ☐ No ☐	Please tick as appropriate

NOTE: When completing the Common Application Form, it is important that you provide details of any siblings (brothers or sisters) who will be attending St Augustine's Catholic Primary School at the proposed time of admission. If this information is not provided, the admission authority of St Augustine's may not be able to place the application within the correct criteria.

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)

Please complete the table overleaf

Details of Religion

Criteria	Tick Box	Evidence [insert details in accordance with the Notes below]
1. Baptised Catholic		
2. Catechumen		
3. Member of an Eastern Christian Church		
Church where child was baptised and date of baptism (Baptism certificate required if applying under criteria above)		

Please note:

- Applications from Catechumens of a Catholic Church may attach a Certificate of Reception into the Order of Catechumens for a child aged 7 or over.
- Applicants from Eastern Christian Churches including Orthodox Churches may attach a Certificate of Baptism or Reception from the authorities of that church.
- You **must** complete your local authority's application form online or on paper 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)
Evidence of exceptional need (where necessary)

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

Please return this Supplementary Information Form to Miss T Morris (SBM) St Augustine's Catholic Primary School, Disbrowe Road, Hammersmith, London, W6 8QE

Closing Date: 15th January 2027

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 see overleaf.

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

Signed……..…… Date…..……

In compliance with the General Data Protection Regulation (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. 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.

2. The person responsible for data protection within our organisation is a trained Data Protection Officer at Saint John Southworth Catholic Academy Trust and you can contact them with questions relating to our handling of the data. You can contact them by email: dataprotectionofficer@sjscat.co.uk or by telephone 0207-603-8478

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

4. 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 GDPR).

5. 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.

6. 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 GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR).

7. 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.

8. 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.

9. To read about your individual rights you can refer to the School's fair processing notice and data protection policies.

10. 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 contacting Miss T. Morris at admin@stau.sjscat.co.uk. 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

ADMISSIONS PRIVACY NOTICE FOR ST AUGUSTINE'S CATHOLIC PRMARY SCHOOL

St Augustine's 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, the Hammersmith & Fulham LA/St Augustine's 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:
Miss T Morris on 02073854333 or admin@STAU.sjscat.co.uk