

St Joseph Catholic Secondary School, Church Road, Laverstock, Salisbury, SP1 1QY
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SUPPLEMENTARY INFORMATION FORM – 2025-26

YEAR 7 SECONDARY TRANSFER NEW INTAKE APPLICATIONS

If you are expressing a preference for a place for your child at St Joseph's Catholic Secondary School, Salisbury and wish to apply under criteria 1 to 3 or 5 to 8 of the admissions policy, you should complete this Supplementary Information Form.

- The completed Supplementary Information Form, together with any supporting documentation (see Notes below), should be **returned to the school office (see above email and postal addresses)**
- It should be returned by the closing date of 31st October 2024 to be considered in the first round of allocations.
- If you are applying to more than one Catholic school, you will need to complete a separate Supplementary Information Form for each school.
- If you do not provide the information required in this form and **return it to the school, with any supporting documentation**, by the closing date, your child may not be placed in the appropriate category, and this is likely to affect your child's chance of being offered a place.
- Remember – you **must** also complete the Common Application Form of your child's home Local Authority, in addition to this form.

Name of child: _____

Address of child: _____

Please read the school's admission policy, noting in particular the faith-based criteria and the Children of Staff criterion, and read your Local Authority admissions guide booklet, before completing this form.

NOTE: When completing the Local Authority Common Application Form, it is important that you provide details of any siblings (brothers or sisters) who will be attending the school at the proposed time of admission. If this information is not provided the admission authority of the school may not be able to place the application within the correct criterion.

CRITERIA CATEGORY

Status of child: please indicate by placing a tick in the appropriate box below – please note that a tick should be indicated in only a single box.

Criteria	Tick Box	Evidence Required
1. Child is Catholic (Categories 1 to 3)	<input type="checkbox"/>	See Note 1 below
2. Child is a Catechumen (Category 5)	<input type="checkbox"/>	See Note 2 below
3. Child's parent is a member of the school's staff. (Category 6)	<input type="checkbox"/>	State the full name of the parent: _____ See Note 3 below
4. Child is a member of other Christian denomination (Category 7)	<input type="checkbox"/>	See Note 4 below
5. Child is a member of other faith (Category 8)	<input type="checkbox"/>	See Note 4 below

For criteria categories 1 to 3 and 5, state the Catholic Parish in which your child lives (state the name of the parish and its location):

Declaration

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. I understand that I must also complete the Common Application Form of my home Local Authority.

Signed: _____

Date: _____

Notes

1. Evidence of Catholic Baptism (or Reception)

If 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

If application is being made for a place at the school for catechumens, evidence of them 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.

3. Evidence for Children of School Staff

If application is being made for a place at the school for:

- a) a child with a parent who has been a member of the school's staff for two or more years at the time of application, or
- b) a child with a parent who was recruited to fill a vacant post for which there is a demonstrable skill shortage (this does not include staff who work on the school site for other employers)

You must provide the full name of the parent who works for the school in box 3 of the 'Criteria Category' section above.

4. Evidence for Other Christian Denominations and Other Faiths

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

Checklist

Have you...

- Enclosed a copy of baptism or certificate of reception into the Catholic Church (where applicable)?
- Stated the name of the parent who works for the school in in box 3 of the 'Criteria Category' section above (where applicable)?
- Enclosed a letter or document confirming membership of a Christian denomination or other faith (where applicable)?
- **Completed and returned your local authority's Common Application Form?**

GDPR

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. We are
St Joseph's Catholic School, Church Road, Salisbury, Wiltshire SP1 1QY
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 Romero Services and you can contact them with questions relating to our handling of the data. You can contact them by email at dpo@romeroservices.co.uk.
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 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 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).

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 writing to the Chair of Governors, Mr G Maher. 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.