



DIOCESE OF LEEDS
ST JOSEPH'S CATHOLIC PRIMARY SCHOOL
SUPPLEMENTARY INFORMATION FORM
2026/2027

The school to which you are applying is a voluntary aided Catholic school. The school is designated as a school with a religious character and as such is permitted to give priority to applicants who are of the faith of the school.

- The governing body has responsibility for admissions to the school. In order to apply the school's oversubscription criteria the governing body requires additional information that is not collected on the local authority's Common Application Form. This information can be supplied by completing this Supplementary Information Form. ***Failure to complete this form may affect the oversubscription criteria in which your child is placed.***
- If you do not provide the information required in this form and return it to the school, with all supporting documentation, 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 before completing this form.

NOTE: When completing the Common Application Form, it is important that you provide details of any siblings (brothers or sisters) who will be attending the Catholic school at the proposed time of admission. If this information is not provided the admission authority of the Catholic school 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)

Criteria	Tick Box	Evidence: insert details in accordance with the Notes below
Catholic looked after and previously looked after children.	<input type="checkbox"/>	
Catholic children with a sibling(s) who attends St Joseph's Catholic Primary School.	<input type="checkbox"/>	
Catholic children who live in the defined area.	<input type="checkbox"/>	
Other Catholic children.	<input type="checkbox"/>	
Other looked after and previously looked after children with a sibling who attends St Joseph's Catholic Primary School.	<input type="checkbox"/>	
Other looked after and previously looked after children.	<input type="checkbox"/>	
Members of an Eastern Christian Church.	<input type="checkbox"/>	
Other children with a sibling(s) who attends St Joseph's Catholic Primary School.	<input type="checkbox"/>	
Any other children.	<input type="checkbox"/>	

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 the Blessed Christopher Wharton Catholic Academy Trust. The Blessed Christopher Wharton Catholic Academy Trust is the Data Controller and St Joseph's Catholic Primary school is part of the Blessed Christopher Wharton Catholic Academy Trust.
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 Richard Lewis-Ogden and you can contact them with questions relating to our handling of the data. You can contact them by emailing Richard@bywaterkent.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 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 following the Trust Complaints Policy & Procedure 2023. 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.]

4. Evidence of Membership of an Eastern Christian Church

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.

Checklist:

Have you enclosed?

- Copy of baptism or certificate of reception into the Catholic Church (where applicable).
- Copy of baptism or certificate of reception into the Eastern Christian Church

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