

## ADMISSIONS PRIVACY NOTICE FOR ST MARY'S CATHOLIC SCHOOL

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St Mary's Catholic 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, St Mary's Catholic 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:**

If the student is successful in applying then we retain their records until they reach the age of 25.

If the student is unsuccessful their data is held for one year after the resolution of their case.

**For further information please refer to the Privacy Policy on the School website or contact: Mrs D Reilly, Admissions Officer on 01279 654901 / [admissions@stmarys.net](mailto:admissions@stmarys.net)**



# ST MARY'S CATHOLIC SCHOOL

Windhill, Bishop's Stortford, Hertfordshire CM23 2NQ  
T: 01279 654901 | E: info@stmarys.net | W: stmarys.net  
Headteacher: Miss D McHugh



Part of the St Francis of Assisi Catholic Academy Trust

## APPLICATION FOR IN YEAR ADMISSION 2025-26

APPLICATION FOR YEAR .....(7-11)

PLACE REQUIRED FROM .....

### PART ONE

Child's Surname: .....

Child's Forename(s) .....

Child's permanent address (please provide proof—see notes below\*):

.....

..... Postcode .....

Date of birth: ...../...../.....

Gender: Male / Female (optional—delete as appropriate)

Home telephone number: .....

**\*A permanent address is one where either:**

- a) a child resides currently with a parent or guardian in the family's sole home,
- b) Contracts have been exchanged on a property to be the family's sole home,
- c) A lease has been taken out on a property to be the family's sole home or
- d) The address of the parent with whom a child normally resides is on the electoral roll.

**In the case of (a) or (d), please supply a utility bill or bank statement that is dated within the last 4 months and is in the name of at least one parent or guardian**

**In the case of (b) or (c), please supply a copy of the contract or lease, or a solicitors letter of confirmation.**

### PART TWO

Name of Mother/Guardian: .....

Contact email.address (optional): .....

Daytime contact telephone number: .....

Alternative contact number: .....

Name of Father/Guardian: .....

Contact email.address (optional): .....

Daytime contact telephone number: .....

Alternative contact number: .....

If either parent's address is different from above, please indicate below:

Name of parent: .....

Address: .....

.....

.....



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**PART THREE (please answer all the following questions)**

- a) Does your child have brothers/sisters currently attending St Mary's?      YES      NO (delete as appropriate)  
Name ..... Form .....
  - b) Does your child have brothers/sisters that previously attended St Mary's?      YES      NO (delete as appropriate)  
Name ..... Form .....
  - c) Does your child currently attend a Catholic School?      YES      NO (delete as appropriate)
  - d) Name and address of child's present school .....  
.....  
.....
  - e) Is your child baptised?      YES      NO (delete as appropriate)
  - f) Date and place of baptism: .....
  - g) Denomination:      CATHOLIC\*      OTHER CHRISTIAN (delete as appropriate)
  - h) If other Christian, please specify: .....
- \*a member of a Church in communion with the See of Rome, including the Eastern Rite Catholic Churches as defined in the notes to the admissions criteria.
- i) Name of parish, Church or place of worship: .....
  - j) Name of parish in which you are resident: .....
  - k) Is either of the child's parents/guardians an employee of St Mary's Catholic School?: YES NO (delete as appropriate)

**All applicants must be fully supportive of the Christian aims and ethos of the school.**

I/We confirm that the information provided on this form is accurate and complete.

Signature of Parent/Guardian ..... Date: .....

# INFORMATION FOR ADMISSION 2025-26

(Supplementary Information Form [SIF])

## CHECK LIST

After carefully reading the Admissions Criteria please specify in the box provided, under which single criterion you wish your child to be considered and provide the necessary documentation as indicated to support your application.

Please indicate whether you are providing originals or copies as all original supporting documentation will be copied and returned with your receipt.

The single criterion I wish my child to be considered under is:

<b>Everyone to provide:</b>		<b>Copy</b>	<b>Original</b>
<b>Proof of Permanent Address :</b>	<b>Proof of Permanent Address See notes at bottom of Part One, this should be either a Utility Bill, Bank Statement, Copy of Lease or Confirmation of Exchange of Contracts. NO MORE THAN 4 MONTHS OLD</b>		
Criteria	Document required	Copy	Original
<b>1</b>	Baptism Certificate AND Proof of Court Orders		
<b>2</b>	Baptism Certificate		
<b>3</b>	Baptism Certificate		
<b>4</b>	Baptism Certificate		
<b>5</b>	Baptism Certificate		
<b>6</b>	Proof of Court Orders		
<b>7</b>	Proof of catechumen or Baptism Certificate		
<b>8</b>	No additional documents required		
<b>9</b>	No additional documents required		
<b>10</b>	Supporting letter from the Minister, signed by the Minister		
<b>11</b>	No additional documents required		

Failure to provide all the relevant documents at the same time as your application form will place you in the criterion for which you have provided documents. Failure to provide proof of address, proof of child's identity or additional requested information will automatically place this application in Criterion 11.

**DECLARATION**

**I/We confirm that I/We have provided all the supporting documentation required to support our request for admission under the criteria stated above.**

**Signature of Parent/Guardian: .....**      **Date: .....**

The information provided on this form is subject to the Data Protection Act 1998. Your signature on the bottom of this form gives us consent to process this information for use by the school and the Local Authority. The information provided will also be disclosed to the governing body and the parents association. Should you wish to obtain a copy of the information held by the school relating to your or your child(ren) at any time you may do so by writing to the school.