THE CATHOLIC DIOCESE OF
ARUNDEL & BRIGHTON

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OUR LADY QUEEN OF HEAVEN CATHOLIC PRIMARY SCHOOL

SUPPLEMENTARY INFORMATION FORM

2028/2029

If you are expressing a preference for a place for your child at Our Lady Queen of Heaven Catholic Primary School in Crawley, West Sussex and wish to apply under a faith criterion, you should complete this Supplementary Information Form.

- The completed Supplementary Information Form, together with all supporting documentation (see Notes below), should be returned to Admissions Officer, info@olqoh.com at the school by the closing date **15th January 2028.**
- If you are applying to more than one Catholic school or academy you will need to complete a separate Supplementary Information Form for each school/academy.
- **If you do not provide the information required in this form and return it to the school/academy, with all supporting documentation, by the closing date, 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 Local Authority Common Application Form.

Name of child:	
Child DOB: (dd/mm/yyyy)	
Address of child:	
Parent/Carer Name:	
Parent/Carer email & phone number:	

Please read the relevant school Admissions Policy, noting in particular any faith criteria, and your Local Authority booklet, 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	☐	**See note 1**
Catechumen	☐	**See note 2**
Member of an Eastern Christian Church	☐	**See note 3**
Member of other Christian denomination	☐	**See note 4**
Member of other faith	☐	**See note 4**

Sibling at the school at the point of enrolment (insert names of siblings)	
Child of a member of staff (insert name of staff)	

I confirm that I have read the Admissions Policy of the school~~/academy~~ and that the information I have provided is correct. I understand that I must notify the school~~/academy~~ 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	
Name	
Date	

Notes

1. Evidence of Catholic Baptism

If an application is being made for a place at the school/academy 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/academy.

[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 an application is being made for a place at the school/academy for a catechumen evidence of their 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/academy.

3. Evidence of Membership of an Eastern Christian Church

If an application is being made for a place at the school/academy 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/academy.

4. Evidence for Other Christian Denominations and Other Faiths

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

Checklist:

Have you enclosed?

- Copy of baptism or certificate of reception into the Catholic Church (where applicable).
- Evidence confirming membership of a Christian denomination or other faith (where applicable).[1]

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

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 Our Lady Queen of Heaven Catholic Primary School, Hare Lane, Langley Green, Crawley, RH11 7PZ

   Our Lady Queen of Heaven Catholic Primary School is part of the BOSCO Catholic Education Trust and BOSCO Catholic Education Trust is the Data Controller.

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 Shard Business Services and you can contact them with questions relating to our handling of the data. You can contact them by emailing dpo@shardbusinessservices.co.uk.

4. We require the information we have requested for reasons relating to our functions as the admission authority of the school/academy.

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/academy's enrolment system, and the data will be retained and processed on the basis of the school's/academy'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/academy may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the school's/academy's data retention policy.

10. To read about your individual rights you can refer to the school's/academy'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 Our Lady Queen of Heaven Catholic Primary School visit the school website for further information. 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.