



Sacred Heart High School

SUPPLEMENTARY INFORMATION FORM

To be completed by the Parent/Guardian for ALL Candidates

Details of the Candidate

Forename(s)	
Surname	
Home address	
Postal Code	
eAdmissions Form (CAF) Application Reference	

Please confirm that this is the address where the candidate resides with a Parent or legal guardian for 51% or more of her time from Monday to Friday during term time	YES / NO
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Date of birth		Age last birthday	
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Religion			
Date and place of Baptism	Date	Place	

Is the candidate 'looked after' or 'previously looked after'?	YES / NO
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Details of Parent/Guardian

Surname			
Forename(s)			
Religion			
Parent/Guardian Contact Email Address(es)			
Contact Phone number(s)			

Church at which you worship regularly?

Name of the parish. (For example: Hammersmith)	
Name of the church (For example: St Augustine's)	
Name of the parish priest	
Name of the priest to whom you are known	
Address of presbytery (with full post code)	

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Details of any sisters who currently attend or previously attended Sacred Heart High School Hammersmith

Full name	Date of birth	Date of entry into Sacred Heart High School Hammersmith

Details of member of school staff employed on a permanent contract for at least 2 year at this school

Full Name	Start Date	Position

Current School

Does the candidate attend a Catholic Primary School 'Feeder School' listed in Appendix A – please see Admissions Policy	YES /NO
If yes, please name the feeder school	

Exceptional Need for Sacred Heart Hammersmith?

Does the candidate have an exceptional medical or social need which necessitates them attending Sacred Heart High School Hammersmith and no other school?	YES /NO
<p><i>If yes, please add brief comments below and provide evidence from an appropriate professional, for example GP, Hospital Consultant, Social Worker.</i></p>	

CHECKLIST

Have you read the Admissions Policy and procedures for this school?	YES /NO
Have you fully completed this form?	YES /NO
Have you completed and returned the eAdmissions Form (Common Application Form) to your home borough? Deadline is 31 st October 2021	YES /NO
Do you understand that the candidate's baptismal certificate and supporting documentary evidence must be with the school by Wednesday 10th November 2021?	YES /NO
(For Catholic applicants only) Have you included your Certificate of Catholic Practice?	YES /NO

Have you made adequate arrangements to enable the school to return original documentation if the application or documents are posted?	YES /NO
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Have you enclosed essential documents with this application?

Document	Status	Enclosed
A photocopy of the candidate's Baptismal Certificate	Essential	Yes/No
Evidence of Reception into the Catholic Church for candidate if previously baptised into another Christian Faith (Photocopy) see below.	Essential	Yes/No
Reasons and documentary evidence of the candidate's exceptional medical or social need (if any) which necessitates them attending Sacred Heart High School Hammersmith.	Essential where there is such a need	Yes/No/ Not applicable
Have you made adequate arrangements to enable the school to return original documentation if the application or documents are posted?	Essential	Yes/No/ Not applicable

Baptismal Certificates

All Baptisms and Receptions into the Catholic Church are recorded in the Baptismal Register of the Church where the Baptism took place. It is usually always possible to obtain a copy of your Baptismal Certificate even if the Baptism took place overseas.

Guidance on how to go about this is provided with the Prospectus. Nevertheless, the Governors are aware that in some cases, it may not be able to obtain such certificates by the closing date for receipt of applications and have therefore provided a second final date by which these should be received.

In the very unusual circumstance that it is NOT possible to obtain a Baptismal Certificate or one of the alternatives set out in the Guidance, applicants should follow the advice provided in this circumstance and as far as possible provide evidence of why it has not been possible to obtain the necessary certificate. For admissions 2020, the date for submitting a Baptismal Certificate is Wednesday, 13 November 2019.

This form is to be signed by the Parent/Guardian named on this form.

I confirm:

- (i) That I have read the Admission Arrangements for the School and the notes on the front page of this Supplementary Form and that I understand and accept the conditions therein; and
- (ii) That the information given on this form is correct and that I have not omitted any material information.
- (iii) I understand that the Governors reserve the right to request to see original documents if required.

Signed _____ Date _____
Parent/Guardian

ADMISSIONS PRIVACY NOTICE FOR SACRED HEART HIGH SCHOOL HAMMERSMITH

Sacred Heart 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, Sacred Heart 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:

the Headteacher in the first instance.

- Marian Doyle - head@sacredh.lbhf.sch.uk
- SPS DPO Services – sps-dpo-services@isystemsintegration.com iSystems Integration, Devonshire House, 29-31 Elmfield Road, Bromley, Kent BR1 1LT